archeshousing

Lifting Equipment Safety Policy

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1. Introduction and Scope

1.1. Arches Housing has a legal duty to ensure the health and safety of its employees, tenants, leaseholders and other stakeholders in relation to Lifting Equipment owned. We will comply with this duty, by maintaining a robust Lifting Equipment Safety risk management framework.

1.2. As owners and managers of homes, we have a duty of care to ensure that Lifting Equipment Arches owns, is maintained and serviced at appropriate intervals to minimise the risk of electrocution, fire, damage to property, injury or death.

1.3. The key objective of this policy is to ensure that our Board, Executive Leadership Team, employees, partners and residents are clear on our legal and regulatory Lifting Equipment Safety obligations. In addition, this policy provides the framework our staff and partners will operate within to meet these obligations, strengthen our approach to safety and encourage awareness and responsibility throughout the organisation.

1.4. This policy forms part of our wider legal duty to ensure the health and safety of employees, tenants, leaseholders, stakeholders and visitors. Our wider organisational commitment to health and safety is set out in our Health and Safety Policy.

1.5. This policy and the procedures that support it will be stored in Pentana and distributed across the organisation and subsequently adhered to.

2. Legislation, Guidance and Regulatory Standards

2.1. This Policy sets out Arches responsibilities to comply with the relevant legislation and associated regulatory guidance on the use and maintenance of lifting equipment owned, in properties it owns and controls. The principal legislation in this area is:

- The Lifting Operation and Lifting Equipment Regulations 1998 (LOLER)
- All relevant British and European standards including BS EN 81- 20: 2020, BS EN 81-50: 2020
- Health & Safety Executive (HSE) Guidelines Note, PM 26 Safety at Lift Landings
- Provision and use of Work Equipment Regulations 1998 (PUWER)
- Management of Health and Safety at Work regulations 1999
- The Landlord and Tenant Act 1985
- The Housing Acts 1985 and 1988
- Disability and Discrimination Act 1995
- The Equality Act 2010
- The Safety Assessment Federation Guidelines
- Regulator of Social Housing Safety and Quality Standard.

3. Scope

3.1. Arches do not own any residential buildings where there is a passenger lift that we own or control.

3.2. LOLER regulations do not apply to passenger lifts in residential buildings, however, to satisfy routine maintenance and inspection and risks associated with using lifts Arches follows the guidance under LOLER as it is considered reasonably practicable to meet risk management and the requirements of insurers to cover public liability and as a way of meeting its wider health and safety and PUWER requirements.

3.3. Arches have one passenger lift at 122 Burngreave Road which is the organisation's registered office. This will be maintained and subject to periodic inspection to meet the requirements of legislation, regulation and our insurers.

3.4. The policy applies to all assets owned and managed by Arches Housing

3.5. We will identify and maintain records for assets (commercial and domestic) that possess passenger lifts, hoists and other equipment used for the purpose of lifting.

3.6. We will identify and maintain records of installations that need servicing and maintaining and specify a specific timeframe for servicing and maintenance in line with Manufacturer's guidance.

3.7. Contractors used to carry out installation, repairs and maintenance will be members of a body with relevant accreditations and membership including the Safety Assessment Federation (SAFed) and/or Lift Equipment Engineers Association (LEEA).

3.8. Where installations require repairs, these will be carried out in line with Manufacturers guidance and the recommendation of the engineer.

3.9. An installation identified as requiring replacement will be determined by a "competent person" who is classed as, somebody with the knowledge and understanding to identify issues with the lifting equipment they are examining and hold an industry standard qualification accredited by SAFed and/or LEEA.

4. Lifting Equipment Policy

4.1. We will ensure that all lifts and lifting equipment in properties or workplace we own, and control will be maintained and aim to be in full working order at all times.

4.2. We will ensure that we have 24 hr/365 days a year response to reports of lifts or lifting equipment that are not operating as they should. Emergency repairs will be issued and every effort made to remedy faults as quickly as possible.

4.3. We will meet all our legal requirements and associated guidelines in regard to lift safety operations (as outlined in the LOLER 1998, PUWER 1998 Regulations and HSE Guidelines Note, PM 26, Safety at Lift Landings) via a combination of regular inspections, thorough examinations and periodic routine maintenance of all lifting equipment within properties we own and control.

4.4. In domestic properties where lift faults are likely to take more than 7 days to remedy and there are vulnerable residents living in the building Arches will carry out a risk assessment to determine the most appropriate course of action. This may include provision of temporary arrangements to allow continued access.

4.5. We will ensure that all lifts in properties we own, and control will be fully accessible for disabled users (as per the requirements of the Disability Discriminations Act 2005, the Equality Act 2010 and to the specifications outlined in Part M of the Building Regulations 2004).

4.6. We will maintain and keep appropriate records of any inspections, services or remedial works undertaken and will notify the enforcing authority (Health & Safety Executive) of any defects which are regarded as a danger to people in the opinion of the person carrying out the inspection. A copy of the relevant report will also be sent to the enforcing authority.

4.7. We will ensure that there are clear procedures in place and that these are communicated to, and understood by all relevant staff, for appropriate action in the event of any persons become trapped in lifts within buildings it owns and controls.

5. Roles and Responsibilities

5.1. Arches Housing as the owner of properties and buildings where lifts and lifting equipment is situated will be the 'Duty Holder' with responsibility for the operation, condition (maintenance) and compliance with the relevant statutory requirements. This will include taking remedial action to remedy any faults or defects with lifting equipment identified through testing, inspection, maintenance or thorough examination.

5.2. The Head of Asset Management will be the 'Duty Holder' and delegate operational responsibility to the Responsive Repairs Manager.

5.3. To ensure the above responsibilities are discharged, Arches Housing will appoint a contractor who are members of a body with relevant accreditation and employ engineers with appropriate training relevant to the role they are fulfilling. For example, those carrying out installation or examinations will hold be "competent person" and hold a relevant qualification accredited by either SAFed and/or LEEA a 'Competent Person'.

5.4. A specialist contractors accredited through SAFed or LEEA will undertake the following:

5.3.1 All testing, remedial and maintenance works

5.3.2 Report any defects identified to the Head of Asset Management and where appropriate issue works to remedy faults.

5.5. The 'Competent Person' will also have responsibility for maintaining the examination schedule in addition Arches Insurers may require independent verification of this and employ their own appointed contractors (see table below).

6. Examination Schedule

6.1. The examination schedule involves a thorough examination and includes a detailed number of checks, appropriate inspection techniques and testing requirements to suit the operating conditions of a specific item of lifting equipment. The details of the MHA LOLER examination schedule are outlined below:

Activity	What is involved	Frequency	Who carries it out
Thorough Examination of all lifting equipment	A detailed and systematic examination of the lifting equipment to detect any defects that are or might become dangerous	Every 12 months	Carried out by appointed contractors

6.2. Arches will act on any recommendations for remedial action that result from either operation of the examination schedule or through routine servicing within accepted timescales. Arches will also take immediate action for any significant defect that causes a risk to users of lifting equipment and will take lifts out of service until such a time as the fault can be completely and safely remedied. This will be governed by the 'Competent Person'.

7. Record Keeping

7.1. Arches will ensure that a record is kept of all inspections and thorough examinations, and of all routine servicing that takes place on lifting equipment. The records will for recorded against the asset on Active H and copies of the documents held in SharePoint.

8. Equipment Standards (including Disability Access)

8.1. Arches will ensure all lifts in buildings it owns and controls, comply with the relevant Equalities legislation (including the Disability Discrimination Act 1995 and the Equality Act 2010) and meet all health and safety requirements.

9. Aids and Adaptations (Lifting Equipment)

9.1. Arches are required to ensure the safe use of lifting equipment installed in properties it owns and controls as part of aids and adaptations installations to assist disabled customers. Examples include through-floor lifts, stair lifts and bath hoisting equipment.

9.2. We will ensure a thorough examination is carried out of all known aids and adaptations designed for lifting operations, in properties it owns and controls, every 12 months or more frequently if in line with manufacturer's recommendations.

9.3. We will respond and take remedial action for any defects identified during regular use in line with the normal provisions of its repairs and maintenance regime.

9.4. Arches Out of Hours service is equipped with all the relevant information to be able to continue this objective whilst the office is closed.

10. Review

10.1. This Policy shall be reviewed and updated every three years or, if there are any significant changes to current legislation, regulations or codes of practice or guidance. It will also be reviewed after any serious lifting equipment related incident or if any reason comes to light to suggest that the plan or policy is inadequate.

11. Equality and Diversity

11.1. All involved will recognise their ethical and a legal duty to advance equality of opportunity and prevent discrimination on the grounds of, age, sex, sexual orientation, disability, race, religion or belief, gender reassignment, pregnancy and maternity, marriage and civil partnership.

12. Publicising this Policy

12.1. This policy will be publicised on the Arches Website.