

Lift Policy

| LIFT POLICY | |
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| Purpose | To ensure that all lifts within Harrison Housing's control are safe, compliant, and regularly maintained, protecting the health and safety of residents, staff, contractors, and visitors. |
| Applies to | All Harrison staff, trustees, agents, and contractors. |
| Date first implemented | June 2025 |
| Author | Head of Operations |
| Date first approved by Leadership Team | May 2025 |
| Date first approved by Board of Trustees | June 2025 |
| Review Frequency | Every 3 years or upon regulatory change |
| Service Area | Operations |
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| CONSEQUENTIAL AMENDMENTS (made prior to full policy revision) | | |
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| Amendment Date | Nature of Amendment | Revised by |
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| VERSION HISTORY | | | |
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| Revision Date | Version No. | Revised by | Approved by |
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| CURRENT POLICY REVISION | |
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| Date revised | May 2025 |
| Revised by | Head of Operations |
| LT approval date | May 2025 |
| Board of Trustees Approval date | June 2025 |
| Next revision due | May 2028 |

1. Introduction

- 1.1 This policy will be reviewed every three years, or sooner in response to any change in legislation affecting lift safety or maintenance requirements.
- 1.2 It sets out Harrison Housing's obligations under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) for the management, servicing, and inspection of lifts.
- 1.3 As a responsible landlord, Harrison Housing is committed to upholding its duty of care by ensuring that all lift installations are safe, compliant, and subject to regular maintenance and statutory inspections.
- 1.4 All contractors, consultants, and operatives working on or around lift equipment are expected to comply with this policy and all applicable laws, codes of practice, and guidance.

2. Policy Statement

- 2.1 This policy applies to all Harrison Housing properties containing lifts. It establishes the framework for ensuring safety, statutory compliance, and service continuity in all lifting operations.
- 2.2 Harrison Housing will take all reasonable steps to protect residents, staff, contractors, and visitors from harm arising from lift operations, in full alignment with LOLER, PUWER, and other relevant legislation.

3. Implementation

- 3.1 All staff will be made aware of this policy through Harrison Housing's internal communication channels, including email.
- 3.2 Changes to this policy and its associated procedure, if applicable, will be communicated to all staff.
- 3.3 All staff will be required to read this policy, and to confirm that they have read and understood it.
- 3.4 This policy will be published to residents through our website.

4. Arrangements & Responsibilities

- 4.1 **Chief Executive – Responsible Person**
The Chief Executive has overall accountability, with operational responsibilities delegated to the Head of Operations, ensuring compliance with statutory obligations.

4.2 Head of Operations (HOO) – Devolved Responsible Person

The HOO is the internal lead for lift safety and compliance and is supported by technical staff including the Surveyor and Compliance Officer.

The HOO's responsibilities include:

- i. Ensuring resident safety remains paramount;
- ii. Maintaining accurate service and inspection records;
- iii. Monitoring policy implementation and compliance;
- iv. Reporting statutory lift incidents to authorities and cooperating fully with investigations;
- v. Ensuring only competent staff are appointed to relevant duties;
- vi. Ensuring competent persons are resourced and enabled to fulfil statutory tasks.
- vii. Modelling safe behaviours and use of PPE where necessary;
- viii. Ensuring servicing programmes meet statutory and operational needs;
- ix. Ensuring contractors comply with Harrison Housing's standards;
- x. Ensuring actions arising from servicing and inspections are addressed promptly.

4.3 Harrison Housing

Harrison Housing's responsibilities are to:

- i. Maintain a register of all lift installations;
- ii. Ensure all lifts are suitable, maintained, and safe for use;
- iii. Ensure lifts are serviced per contract and examined every 6 months or post-modification by the appointed insurance engineer;
- iv. Prohibit use of newly installed lifts until a Declaration of Conformity is received;
- v. Retain safety and service records for a minimum of two years;
- vi. Ensure competent, independent examination of all lifts by the insurance provider;
- vii. Review lift servicing contracts annually and retender at least every three years;
- viii. Ensure staff report faults and incidents immediately and isolate unsafe lifts.

5. Legislative Context and Associated Documents

5.1 This policy has been created with consideration being given to the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations (MHSWR)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- The Lifts Regulations 2016

- Supply of Machinery (Safety) Regulations
- Fire Safety (England) Regulations 2022
- Building Safety Act 2022
- The Landlord and Tenant Act 1988
- LOLER Approved Codes of Practice and Guidance
- Harrison Housing's Health & Safety (General) Policy

6. Equality, Diversity, and Inclusion

- 6.1 For Harrison Housing, diversity is about respecting people's individual differences and ensuring that all people that come into contact with us have access to the same high standards of behaviour and service.
- 6.2 We are committed to ensuring that no resident or team member will be treated less favourably because of their protected characteristics.