



Lifting Equipment Safety Policy

SER-POL-45

Version 3.0

Date approved: October 2023

Approved by: Audit and Risk Committee

1. Introduction

- 1.1 This Policy covers all Southway Housing Trust owned and leased properties.
- 1.2 Southway Housing Trust recognises their responsibility for maintenance of passenger lifts and for carrying out periodic thorough examinations and inspections to ensure those lifts operate safely. In addition to our passenger lifts the Trust has a responsibility to maintain stair lifts, through floor lifts and hoists fitted within our tenant's and resident's homes to ensure their safety.
- 1.3 Southway Housing Trust own and manage properties that have passenger lifts to assist residents to and from their homes. In addition to these, the ageing population in the UK means that an increasing number of domestic homes are now being adapted with living aids such as stair lifts, through floor lifts and hoists to enable residents to continue to live independently.
- 1.4 The Lifting Equipment Management Plan will ensure that this Policy is put into effect.
- 1.5 The aims of the policy therefore are to:
 - a) Ensure the safety and welfare of all people in properties owned or managed by Southway Housing Trust. This includes residents, visitors, staff, contractors and the general public.
 - b) Ensure Southway Housing Trust complies with all relevant legislation and regulation.
- 1.6 Southway Housing Trust is periodically engaged via Manchester City Council and MSIL to undertake and provide a service to other RPs. It is recognised that the Trust must show the same level of care and offer suitable safety when undertaking these works. The Trust will ensure that it complies with current legislation, official guidance and good practice. The procedures for this are contained within the Lifting Equipment Management Plan.
- 1.7 It is the responsibility of all staff named in the Lifting Equipment Management Plan and anyone who carries out repair, maintenance and improvement works to be familiar with the procedures contained within the Lifting Equipment Management Plan, to comply with these procedures, and also with current legislation, official guidance and good practice.
- 1.8 The supporting Lifting Equipment Management Plan forms the basis of Southway Housing Trust's arrangements for satisfying the relevant legislation and service level requirements and also sets out the emergency response requirements, both during and outside of working hours.

1.9 The Policy is in keeping with the statements contained within Southway Housing Trust's Health and Safety Policy.

2. Background, Legislative and Regulatory Framework

2.1 Lifting Operations and Lifting Equipment Regulations 1998 place a duty on Southway Housing Trust as owner, operator or having control over lifting equipment to ensure that they are maintained and operating safely.

2.2 It sets out the frequency and standards for the management, maintenance and monitoring of lifting equipment. In addition, Southway should also consider and adhere to PUWAR, The Provision and Use of Work Equipment Regulations 1998, which place duties on people and companies who own, operate or have control over workplace equipment.

2.3 Southway Housing Trust Policy on the management of Lifting Equipment, will aim not only to meet our legal obligations, but also to incorporate best practice.

2.4 In principle, to comply with the legislation Southway Housing Trust's duty holder will:

- Have a thorough examination and inspection procedure in place.
- Ensure reports and defects are actioned by competent persons.
- Undertake a cyclical inspection program to monitor the condition and maintenance of all lifting equipment.
- Ensure all records are maintained and updated as required.

2.5 These are in addition to more general duties under Health and Safety and Safety at Work legislation.

2.6 Southway Housing Trust will promote awareness of the need to maintain safe operating procedures for Lifting Equipment through information and training for employees, information to contractors working in our homes and common areas and information to residents.

2.7 The Policy, Plan and Procedures will apply to all premises under the control of Southway Housing Trust, including tenants' homes without exception.

2.8 Other relevant legislation:

- Health & Safety at Work Act 1974
- Gas Safety (Management) Regulations 1996 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992

- Management of Health and Safety at Work Regulations (2006 Amendment & 1999)
- Construction (Design and Management) Regulations 2015
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Regulatory Reform (Fire Safety) order 2005
- Building Regulations and Building Standards Regulations

3. Policy Implementation, Review, Roles and Responsibilities

- 3.1 Responsibility for the management of lifting equipment safety lies ultimately with the Board, although delegated authority is given to the Chief Executive, acting as duty holder for the management and delivery of The Lifting Equipment Management Plan (2021).
- 3.2 The Compliance Manager is responsible for the day to day management and compliance for Lifting Equipment across all Southway Housing Trust owned and managed premises. Audit and Risk Committee will review the Policy annually, if there is a change in legislation or following an incident.
- 3.3 The Management Plan and procedures will be reviewed annually, if there is a change in legislation or following an incident, to ensure that they remain fit for purpose on a day to day basis.

4. Equality and Diversity

- 4.1 Southway Housing Trust will ensure that this policy is applied fairly and with sensitivity to the diverse needs of individuals and communities.
- 4.2 This policy and other related Southway Housing Trust policies and publications can be provided on request in other formats (e.g. in an alternative language, in Braille, on tape, in large print).
- 4.3 Southway Housing Trust recognises that personal lifting equipment such as stair lifts, through floor lifts and hoists are provided to tenants and / or members of their household with specific needs. To support this group, additional standards for customer care and tenancy support have been introduced to our service contractors and installation contracts. They are detailed in full within the Lifting Equipment Management Plan.

5. Links to Other Policies

- Asbestos Management Policy
- Fire Policy
- Gas Policy
- Electrical Policy
- Health and Safety Policy
- Mutual Exchange Policy
- Single Equality Scheme
- Responsive Repairs Policy
- Voids Management Policy

POLICY REVIEW HISTORY	
<i>To be completed during each review</i>	
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Review lead by:	Matt Roberts
Main points or amendments made and reasons	
<ul style="list-style-type: none"> ▪ No amendments – review date updated. 	
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