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| Committee Approver          | OPERATIONS COMMITTEE   |
| Stakeholder Consultation    |  |
| Date Approved               | 23 February 2023   |
| Classification              | Policy (sitting as an appendix to H&S Policy)  |
| Title                       | Lifts Safety Policy  |
| Revision Date               | February 2023  |
| Revised by                  | Head of Assets<br>Lerch Bates (Lift consultant)<br>Procurement and Compliance Team Leader<br>Health & Safety Advisor |
| Next Revision Date          | February 2026  |
| Related Documents           | H&S Policy<br>Fire Safety Policy<br>Landlord Fire Safety Procedure   |
| Location of Electronic Copy | F:/LIVE POLICIES   |

## 1. Policy Statement

Viewpoint places a high importance on ensuring a safe and healthy environment for all employees, customers, contractors, visitors and members of the public.

The Lifting Operations and Lifting Equipment Regulations 1998 (often abbreviated to LOLER) place duties on those with control over lifting equipment. In most cases, lifting equipment is also work equipment so the Provision and Use of Work Equipment Regulations (PUWER) will also apply.

Lifting operations and lifting equipment can be dangerous and have the potential to cause serious injury. Viewpoint will follow all relevant regulations to ensure all lifting operations are properly planned, supervised and carried out in a safe manner, and lifting equipment is maintained and thoroughly examined at regular intervals.

Our passenger lifts will be subject to stringent standards under LOLER and PUWER and any additional requirements under our insurance providers.

## 2. Purpose

The aim of this Policy is to ensure the effective inspection, maintenance and management of all lifts and lifting equipment controlled by Viewpoint.

The procedures detailed within this section have been written to ensure all reasonable steps have been taken to comply with the Lifts Regulations 1997, the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 and all other relevant legislation.

### 2.1. Lifts

#### 2.1.1. Definition of Lift

The Lifts Regulations 1997 define a 'lift' as:

*"a lifting appliance serving specific levels, having a car moving along rigid guides or a fixed course and inclined at an angle of more than 15 degrees to the horizontal, intended for the transport of:*

- *People;*
- *People and goods;*
- *Goods alone, if a person may enter without difficulty and fitted with controls inside the car or within reach of a person inside."*

### 2.1.2. Installation of Lifts

- Viewpoint will ensure that all lifts are manufactured and installed in accordance with the Lifts Regulations 1997 and have a current Declaration of Conformity.
- The lifts will be designed, installed, tested and certified to:
  - BS EN 81-20 Safety rules for the construction and installation of lifts — Lifts for the transport of persons and goods Part 20: Passenger and goods passenger lifts
  - BS EN 81-50 Safety rules for the construction and installation of lifts — Examinations and tests Part 50: Design rules, calculations, examinations and tests of lift components
  - BS EN 81-21 Safety rules for the construction and installation of lifts. Lifts for the transport of persons and goods. New passenger and goods passenger lifts in existing building
  - BS EN 81-80. Safety rules for the construction and installation of lifts. Existing lifts. Part 80. Rules for the improvement of safety of existing passenger and goods passenger lifts
  - BS EN81-70 Safety Rules for the Construction and Installation of lifts: Accessibility to lifts for persons including persons with disability.
  - BS EN 81-71 Safety rules for the construction and installation of lifts. Particular applications to passenger lifts and goods passenger lifts. Vandal resistant lifts
  - BS EN 81-72 Safety rules for the construction and installation of lifts. Particular applications for passenger and goods passenger lifts. Firefighters lifts
  - BS EN 81-73 Safety rules for the construction and installation of lifts. Particular applications for passenger and goods passenger lifts. Behaviour of lifts in the event of fire
  - BS 8486-3 Examination and test of new lifts before putting into service. Specification for means of determining compliance with BS EN 81. Passenger and goods passenger lifts conforming to BS EN 81-20
  - BS 8486-2 Examination and test of new lifts before putting into service. Specification for means of determining compliance with BS EN 81. Traction lifts
- In specifying new lifts, stairlifts and escalators, awareness of users' special needs will be considered. In particular, attention will be given to the level of control buttons, sound controls, braille buttons and access for wheelchairs and walking aids. Where reasonably practicable, lifts will be fitted with emergency seats and with two-way communication systems for use in emergency situations. With regard to stairlifts, appropriate safety signs and instructions for use will be clearly displayed at each end of travel.

- Stairlifts will only be considered where the installation of a passenger lift is not a viable option.

### 2.1.3. Periodic Inspection and Testing

- Viewpoint will ensure that all lifts are subject to a formal Inspection regime:
  - after substantial and significant changes have been made;
  - at least every six months if the lift is used at any time to carry people;
  - following "exceptional circumstances" such as damage to, or failure of, the lift, long periods out of use or a major change in operating conditions which is likely to affect the integrity of the equipment.
- Formal Inspections will inspect the following:
  - Landing and car doors and their interlocks;
  - Worm and other gearing;
  - Main drive system components;
  - Governors;
  - Safety gears;
  - Suspension ropes;
  - Suspension chains;
  - Overload detection devices;
  - Electrical devices (including earthing, earth bonding, safety devices, selection of Fuses, etc.);
  - Braking systems (including buffers and over speed devices);
  - Hydraulics.

### **SAFed supplementary tests of in-service lifts**

Viewpoint has a responsibility in paying for tests as called for by a competent person, either the Insurance Inspector or Lift Contractor. The following is a list of the SAFed supplementary tests as defined in Section 5 Annex A of the Guidelines on the supplementary tests of in-service lifts 2020, issued by the Safety Assessment Federation and endorsed by the Health & Safety Executive.

|    |                                  |
|----|----------------------------------|
| A1 | Earth Continuity                 |
| A2 | Electric Safety Devices          |
| A3 | Terminal Speed Reduction Systems |
| A4 | Landing Door Interlocks          |

|     |   |
|-----|---|
| A5  | Lift Machine – Investigatory Test (Type A)              |
| A6  | Lift Machine – Comprehensive Test (Type B)              |
| A7  | Over Speed Governors                                    |
| A8  | Governor Operated Safety Gear Test – Instantaneous Type |
| A9  | Governor Operated Safety Gear Test – Progressive Type   |
| A10 | Safety Gear Operated by Other Means                     |
| A11 | Devices to Prevent Over speed by Ascending Car          |
| A12 | Unintended Car movement protection                      |
| A13 | Energy Dissipation Buffers                              |
| A14 | Suspension System                                       |
| A15 | Car Overload Detection Warning Devices                  |
| A16 | Hydraulic System  |
| A17 | Hydraulic Cylinder in Boreholes or Similar Location     |
| A18 | Hydraulic Rupture/Restrictor Valves                     |
| A19 | Electrical Anti-Creep Device                            |
| A20 | Mechanical Anti-Creep Device (Pawl or Clamp)            |
| A21 | Low Pressure Detection Devices                          |
| A22 | Traction, Brake & Levelling                             |
| A23 | Car/Counterweight Balance                               |
| A24 | Automatic Power operated doors                          |
| A25 | Other Supplementary Tests                               |

- Formal Inspections will be carried out by an Independent Inspection Company.
- In addition to the formal Inspection regime, simple routine safety checks of lifts will be carried out and recorded by Viewpoint on a monthly basis. These will be carried out from the safety of lift landings and will include:
  - checks to ensure the bottom of the doors run smoothly in their channels and grooves and when a moderate force is applied to the bottom of the door it is not deflected into the lift car and shaft
  - checks to ensure the build-up of debris and grease in the channels is not adversely affecting safety
  - checks to ensure the guide shoes on the bottom of the doors and the channels and grooves are not damaged
- Should any lift be seen to be faulty, it will be immediately put out of use and the Asset Team will arrange for any necessary corrective actions to be taken. Advice will be sought from a competent person where there is any doubt over safety. Records will be filed by the FSA of all checks carried out, along with any documentation in relation to faults etc.

#### 2.1.4. Routine Maintenance

- Viewpoint will carry out routine maintenance on all lifts. This will include checking and replacing worn or damaged parts, lubrication, replacing time-expired components, topping up fluid levels, and making routine adjustments. This is to ensure the equipment continues to operate as intended, and risks associated with wear or deterioration are avoided.

#### 2.1.5. Identifying Defects

- If a defect is identified which is, or could become, dangerous, the lift will be immediately made out of use and the repair will be carried out within 24 hours. The lift will not be useable until the defect has been satisfactorily remedied.
- Minor defects which do not affect the primary function or the safety features of the lift will be actioned within 5 working days.

#### 2.1.6. Documentation and Reporting

- Viewpoint will ensure a written and signed report is provided by the Independent Inspection Company within 28 days of the thorough inspection being carried out.
- Thorough inspection reports will be retained for at least 2 years or until the next report is carried out, whichever is the later.

#### 2.1.7. Stair Lifts

- The Equality Act 2010 (the '2010 Act') requires Viewpoint, in its capacity as a Registered Social Landlord ('RSL') to actively take steps to prevent discrimination which includes the duty to make 'reasonable adjustments' to premises.
- Where installation of a stair lift is likely to require alteration to the fabric of the building, the necessary planning permission / building control will be sought.
- All stair lifts will undergo routine maintenance, inspections and a 6-monthly thorough examination.
- Viewpoint will ensure that all new stair lifts are safe, supplied with instructions, have a Declaration of Conformity and the British Standard Kitemark or CE marking.

#### 2.1.8. Emergency Equipment

- All lifts will have a communication system which will include a telephone or a two-way voice system so that a person trapped inside can raise the alarm.
- All lifts will have adequate emergency lighting in the lift car.

### **3. Legislation/related policies**

- The Equality Act 2010
- Disability Discrimination Act 1995 and 2005
- Health and Safety at Work Act etc.1974
- Lifts Regulations 1997
- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
- Management of Health and Safety at Work Regulations 1999, as amended
- Provision and use of Work Equipment Regulations 1998 (PUWER)
- Scottish Housing Quality Standards (SHQS)
- Supply of Machinery (Safety) Regulations 2008
- The Testing and Assessment of Lifts 1998 LG1
- Guidelines on the supplementary tests of in-service lifts 2020 LG1
- Workplace (Health, Safety & Welfare) Regulations 1992 (as amended)

### **4. Scope**

This Policy applies to all passenger lifts owned and operated by Viewpoint.

### **5. Roles and Responsibilities**

#### **Board**

The role of Viewpoint's Board is to ensure that this policy, as well as any associated policies, are regularly reviewed, as required, or in accordance with the usual cycle of policy review.

The Board will, in fulfilling its function, ensure that it complies as necessary with this policy, and the associated policies, procedures and documentation which support it.

#### **Executive and Leadership Teams**

The role of the Executive and Leadership Teams is responsibility for ensuring that this policy, and the associated policies, procedures and documentation which support it, are implemented within Viewpoint.

The Executive and Leadership Teams shall ensure that procedures are in place and operating. The Executive and Leadership Teams shall also ensure that relevant managers and team members familiarise themselves with this policy, and the associated policies, procedures and documentation which support it,

and ensure it is fully implemented. Any associated training must be undertaken.

### **Staff**

All staff are responsible for ensuring that they familiarise themselves with this policy, as well as undertaking any associated training. Staff should report all passenger lift faults to their line manager or asset team.

## **6. Monitoring & Evaluation**

To ensure this policy remains current and effective it will be reviewed every 3 years or where a need is identified by monitoring methods, for example through audits, inspections or incident reports.