



**LONDON HOMES  
SINCE 1926**

**C&C HOUSING GROUP**

**LIFT MAINTENANCE POLICY**

Approver	Board of Management
Policy	Lift Maintenance Policy
Date last revised	October 2019
Revised by	Head of Property Compliance
Next Revision Date	October 2022
Related Documents	C&C Lift Maintenance Procedures

**Signed:**

**Julia Ashley  
Chief Executive**

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**On Behalf of the Board Management**

## **1. INTRODUCTION**

- 1.1 The Central & Cecil Housing Group (C&C) has a duty of care to ensure that all equipment throughout the passenger lift and disabled access/mobility equipment portfolio is maintained to a safe standard for use by its residents and employees, the general public and the lift maintenance personnel.
- 1.2 This Policy will be reviewed on a three-yearly basis unless any legislative changes require an earlier review.

## **2. PURPOSE**

- 2.1 The primary legal requirement under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) is for passenger lifts to be inspected by a 'Competent Person' at no longer than six monthly intervals and the disabled access/mobility equipment at periods no longer than twelve monthly intervals. A copy of the current inspection report for each individual item of plant to be held by C&C.
- 2.2 Each inspection report will provide a list of defects, observations and recommendations. Where defects are found that affect continued safety or are highlighted as requiring immediate rectification; then the lift plant will be switched off by C&C's passenger lift and/or disabled access/mobility equipment maintenance contractor until the defect is rectified.
- 2.3 The 'Competent Person' will advise C&C of any supplementary tests required above and beyond the maintenance provision offered under the passenger lift and/or disabled access equipment maintenance regime. In these cases; an instruction will be issued to the appropriate contractor and the Responsible Person will retain all relevant records to evidence the equipment was found to be satisfactory.
- 2.4 This policy covers all properties owned or managed by C&C and sets out procedures applying to any party contracted to carry out work within these properties.

## **3. SCOPE**

- 3.1 This Policy applies to all employees, volunteers and Board and Committee members. It also applies to those employed by agencies under agreements with C&C. All of these will be referred to as "worker" in this Policy.
- 3.2 Failure by any worker to comply with this Policy may lead to disciplinary action being taken against them. Any disciplinary action will be dealt with in accordance with the Disciplinary Policy.

3.3 This document applies to all C&C owned, leased and managed stock.

#### **4. RESPONSIBILITIES**

4.1 Responsibilities under this policy are shown below:

- The Chief Executive of C&C has overall responsibility for Health and Safety for all sites.
- The Head of Asset Management is responsible for ensuring the effective implementation and contract compliance for lift maintenance.
- The “Responsible Person” will be the Head of Property Compliance
- The LOLER “Competent Person” will be the C&C’s appointed insurers
- The “Lift Consultant” will be the C&C’s appointed consultant lift engineers

#### **5. POLICY**

5.1 The Responsible Person will put in place adequate maintenance provisions and ensure that a competent lift/disabled access/mobility equipment maintenance contractor is appointed; the service regime is to be in accordance with BS EN 13015 and with the C&C planned preventative maintenance regime. BS EN 13015 states that each lift shall be maintained and kept in good working order as detailed in the original installer’s instructions or maintenance manuals for that type of lift or items of disabled access/mobility equipment.

5.2 The lift maintenance contractor will provide a site-specific risk assessment for each lift installation. These will be kept on site in the lift plant room/plant space with the maintenance contractor’s log-books.

5.3 Regular planned preventative maintenance of passenger lifts will be undertaken on a calendar monthly basis with a minimum of 22 days between attendances. Planned preventative maintenance of disabled access/mobility equipment shall be at six-monthly intervals. A 100% attendance to all planned preventative maintenances is mandatory.

5.4 C&C will appoint a qualified contractor to carry out the following checks:

- Lift alarms, telephone autodialler units and warden-call units (where provided) are connected to a remote alarm receiving centre

- Housekeeping and the condition of the lift plant spaces are kept clean, tidy and free of any/all combustible materials.
  - The attendance log-cards are updated and formally document that regular maintenance visits are being undertaken
  - The risk assessment is retained on-site and updated if there is any change to the equipment during the period of the maintenance contract.
  - Copies of the latest LOLER thorough examination reports undertaken by the 'Competent Person' are forwarded to the relevant passenger lift and/or disabled access/mobility equipment maintenance contractor for retention.
  - Written confirmation that any works highlighted in the reports are completed and signed off
  - All LOLER inspections are carried out at the prescribed intervals.
- 5.5 There will be an annual audit that there is adequate insurance in place for each installation, as part of the annual insurance renewal process with C&C's insurers.
- 5.6 All passenger lift and disabled access/mobility equipment asset information will be held on C&C's asset management system.

## **6. SUPPORTING DOCUMENTATION**

Passenger lifts and disabled mobility/access equipment shall as a minimum conform to the following where applicable together with any amendments or updates:

- Health and Safety at Work Act 1974.
- Building Regulations (including Part M).
- SAFed Guidelines on the Supplementary Testing of In-Service lifts (LG1) 2006.
- Management of Health & Safety at Work Regulation 1999.
- Lifting Operations & Lifting Equipment Regulations 1998 (LOLER).
- BS7255 Code of Practice for Safe Working on Lifts 2012.
- Provision and Use of Work Equipment Regulations 1998.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

- The Control of Substances Hazardous to Health Regulations (COSHH) 2002 & amendments
- The Control of Asbestos Regulations 2016.
- The Lifts Regulations 2016.
- Requirements of the Health & Safety Executive
- European Standards including EN81 (and all associated sub-standards)
- The Machinery Directive for Powered Vertical Lifting Platforms BS6440 2011.