



LIFT POLICY

**AS WITH ALL OF THE ASSOCIATION'S POLICIES, THIS GUIDE, IN FULL AND IN PART, IS
AVAILABLE IN SUMMARY, ON TAPE, IN BRAILLE,
AND IN TRANSLATION INTO MOST OTHER LANGUAGES –**

**PLEASE ASK A MEMBER OF STAFF IF YOU WOULD LIKE
A VERSION IN A DIFFERENT FORMAT**

DATE PASSED: March 2026

REVIEW DATE: March 2031

1. Purpose

- 1.1 The aim of this Policy is to ensure the effective inspection, maintenance and management of all lifts controlled by Forgewood Housing Co-operative.
- 1.2 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. References (see also Section 8.9 - Guidance)

- 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
- Workplace (Health, Safety & Welfare) Regulations 1992 (as amended)

3. Definition of Lift

- 3.1 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."*

4. Installation of Lifts

- 4.1 Forgewood Housing Co-operative will ensure that all lifts are manufactured and installed in accordance with the Lifts Regulations 1997 and have a current Declaration of Conformity.
- 4.2 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.
- 4.3 Stairlifts will only be considered where the installation of a passenger lift is not a viable option.

5. Periodic Inspection and Testing

5.1 The Organisation 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.

5.2 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.

5.3 Formal Inspections will be carried out by an Independent Inspection Company.

5.4 In addition to the formal Inspection regime, simple routine safety checks of lifts will be carried out and recorded by the Organisation 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 Maintenance Department 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.

6. Routine Maintenance

- 6.1 The Organisation 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.

7. Identifying Defects

- 7.1 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.
- 7.2 Minor defects which do not affect the primary function or the safety features of the lift will be actioned within 5 working days.

8. Documentation and Reporting

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

9. Stair Lifts

- 9.1 All stair lifts will undergo routine maintenance, inspections and a 6-monthly thorough examination.
- 9.2 The Organisation 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.

10. Emergency Equipment

- 10.1 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.
- 10.2 All lifts will have adequate emergency lighting in the lift car