

Lift Servicing and Testing Procedure

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1.0 Aims of Procedure

- 1.1. The document sets out the council's current procedure for lift testing and maintenance. Typical installations and systems covered include:
 - Traction driven passenger lifts
 - Hydraulically driven passenger lifts
 - Fixed Stair and step lifts
 - Fixed electrically operated hoisting equipment
- 1.2. This procedure covers testing, inspection and reporting of lift equipment.
- 1.3. Any issues with any of the lifts outlined above will be formally raised at the monthly H&S Board.

2.0 Who is this procedure for?

- 2.1. Council officers and contractors involved in lift testing and maintenance.
- 2.2. The Compliance Team who are responsible for ensuring risks associated with passenger lift service and testing are managed safely and effectively.

3.0 Legal Framework

Health and Safety at Work Act 1974

- 3.1 Owners of buildings that have lifts have duties under the Health and Safety at Work Act 1974 Section 4. Owners are expected to take reasonably practicable measures to ensure that the premises, including means of access or egress, including plant provided for use, are safe and without risk to health. Section 2 of the Act requires employers to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of their employees.

Lifting Operations and Lifting Equipment Regulations 1998 (SI 1998 no. 2307)

- 3.2 **Regulation 9 (1)** requires that before a lift is put into service for the first time it is thoroughly examined for any defect by a competent person.
- 3.3 **Regulation 9 (3)** ensures health and safety conditions are maintained and that any deterioration can be detected and remedied in good time. It requires that lifts are:
 - thoroughly examined (by a competent person) at least;
 - every 6 months for passenger lifts or
 - 12 months for other lifts (e.g. goods lifts) or
 - in either case, in accordance with an examination scheme; and
 - each time that exceptional circumstances which are liable to jeopardise the safety of the lift.
 - If appropriate for the purpose, are inspected by a competent person at suitable intervals between thorough examinations.
- 3.4 **Regulation 10**, "Reports and defects" requires that the competent person shall:
 - Notify the employer immediately of any defect which, in their opinion, could become a danger to persons
 - As soon as practical provide a report of the thorough examination.
- 3.5 The report should normally be completed within 28 days or sooner to allow any defects to be rectified within the specified period.

- 3.6 These reports will be arranged by Lambeth's Insurance Section as described in Regulation 9 (3) above.
- 3.7 **Regulation 11, "Keeping of information"** requires that copies of reports of thorough examination must be kept available for inspection for at least two years.
- 3.8 Reports must be stored safely at the premises so that they are readily available to the relevant authority (HSE) should they request to see them. This information may be kept in hard copy form, stored electronically or on computer disk. Information on computer must be protected from unauthorised alteration and be able to provide a written copy when necessary.

The Safety Assessment Federation Ltd (SAFed)

- 3.9 SAFed introduced its 'Guidelines to the thorough examination and testing of lifts' in 1998 . These SAFed Guidelines are not statutory but recognised as good practice by the HSE, which recommends their use. These examinations are in addition to the inspections described above.
- 3.10 The Guidelines require that certain components are examined over and above a visual examination, at periodic intervals: yearly, five yearly and ten yearly. These are known as LG tests, which are classified as E1, E5 or E10 for electric traction lifts and H1, H5 or H10 for hydraulic lifts.

4.0 Overarching Principles

- 4.1 The Chief Executive retains the overall responsibility for the implementation of this policy.
- 4.2 Director of Housing is responsible for ensuring:
- That adequate resources are made available to enable the objectives of this policy to be met.
 - Responsibility for ensuring monitoring, review; policy development are undertaken and ensuring risks associated with electrical compliance are managed safely and effectively
- 4.3 Head Of Compliance is responsible for:
- Operational delivery of and compliance with this policy and associated responsibilities found in the electrical compliance process document.
 - Responsibility for ensuring monitoring, review; policy development and ensuring risks associated with electrical compliance are managed safely and effectively.
- 4.4 The Compliance Team will take the lead on contract management for the main service areas
- 4.5 The Principle Electrical Engineer will take day-to-day responsibility for implementing this policy.
- 4.6 We will deliver prompt, efficient and cost-effective repair, servicing and inspection of lift equipment. Lifts will be serviced and tested in a manner to ensure the council's legal compliance and promote good practice.
- 4.7 We use a fifteen percent randomly generated inspection regime to ensure compliance and for audit purposes.

- 4.8 Remedial works are carried out within appropriate timescales so that buildings remain safe and lift installations are maintained to a high standard
- 4.9 There is a comprehensive lift inspection and monitoring system, ensuring adequate records and quality monitoring systems are implemented.
- 4.10 Lambeth will take specific account of any vulnerability or health and safety requirements during the prioritisation process for these works.

5.0 Procedural Points

Passenger Lifts

- 5.1 Housing Management will employ one or more lift contractors to carry out servicing of all passenger lifts in the borough. All lifts receive a service test once per calendar month.
- 5.2 Servicing and testing shall be carried out to the standard required by the contract conditions.
- 5.3 Where a contractor discovers a fault which could pose a risk to safety, such as a defective safety edge, defective lighting or alarm system, the lift shall be taken out of service until the defect has been rectified.
- 5.4 The contractor will supply service sheets for each visit made. These will record the date and time of the visit and will log any issues found with the equipment.

Stair lifts and fixed electric hoists

- 5.5 Housing Management will employ one or more lift contractors to carry out servicing of all stair lifts/though floor lifts/fixed electric hoists which have been installed to aid vulnerable tenants.
- 5.6 Servicing and testing of these items of plant will be carried out twice annually.
- 5.7 Where a contractor discovers a fault that could pose a risk to safety, such as a defective safety circuit or alarm system, the plant shall be taken out of service until the defect has been rectified.
- 5.8 The contractor will supply service sheets for each visit made. These will record the date and time of the visit and will log any issues found with the equipment.

Emergency release of passengers

- 5.9 The lift contractor/s will provide a 24-hour, 7 day a week emergency passenger release service.
- 5.10 It is Lambeth's long-term aim to equip all of its passenger lifts with an alarm that features a system to automatically dial directly to their customer service centre. The service centre will inform the term contractor who will attend and release the passenger in no more than one hour if a lift is immobilised.

SAFed testing regime

- 5.11 Housing Management will ensure that these tests are carried out by a specialist lift engineer/contractor/term contractor on each lift every year. Where the LG report specifies a defect or recommends a repair or component replacement Lambeth will ensure the appropriate work is carried out
- 5.12 Should a lift defect be such that it would likely endanger users, then the lift will be taken out of service until the identified defect is remedied.
- 5.13 These tests satisfy the requirements of Lifting Operations and Lifting Equipment Regulations (LOLER).

Insurance inspections

- 5.14 The council's insurance provider inspects all passenger lifts, stair lifts, step lifts and fixed hoists twice every calendar year. Copies of relevant reports will be supplied to the council's Technical Services department. If a report specifies any defects to be rectified Technical Services will ensure appropriate work is completed.

6.0 Monitoring and audit

This policy will be reviewed every 1 years, or as and when there are changes to any legislation and national policy governing this area of work.