



Lift and Stairlift Safety Policy

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Policy	LIFT & STAIRLIFT SAFETY POLICY			Property Services
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1. Purpose

- 1.1. This policy sets out how Hull Churches Housing Association Limited (the Association/HCHA) will manage the safety, maintenance, inspection and use of its single passenger lift and its single stair lift located in a communal area. It is intended to protect residents, visitors, staff, contractors and any other person who may use or work on either item of lifting equipment.

2. Scope

- 2.1. This policy applies to the passenger lift serving HCHA's St Monicas Court building and to the stair lift located in the communal area of the same building. It includes lift cars, landing doors, controls, shafts, rails, tracks, seats or platforms, restraints, charging points, emergency communication or alarm systems, machinery spaces and any associated safety equipment.

3. Policy Statement

- 3.1. HCHA is committed to keeping the passenger lift and communal stair lift safe, reliable and available, where reasonably practicable. HCHA will ensure that both items are maintained by competent contractors, independently examined where required or appropriate, removed from service where unsafe, and supported by clear emergency arrangements for passenger entrapment, equipment failure or unsafe operation.

4. Legal and Regulatory Framework

- 4.1. HCHA will manage the passenger lift and communal stair lift in line with relevant UK health and safety duties, including the Health and Safety at Work etc. Act 1974, the Lifting Operations and Lifting Equipment Regulations 1998 where applicable, the Provision and Use of Work Equipment Regulations 1998 where applicable, building and fire safety requirements, and any relevant guidance from competent persons, insurers and the lift or stair lift maintenance contractor.
- 4.2. Where either item of equipment is used by people at work, it will be subject to relevant thorough examination requirements. Where the equipment is primarily used by residents or visitors, HCHA will apply a comparable standard of maintenance, inspection, examination and risk control so far as reasonably practicable.

5. Roles and Responsibilities

5.1. The following roles have key responsibilities

- Board: receives assurance that lift and stair lift safety is being managed effectively.
- Chief Executive: ensures adequate resources, competent advice and reporting arrangements are in place.
- Staff and contractors: report defects, follow site safety procedures and do not interfere with lift or stair lift equipment
- Property Services Coordinator: manages the lift and stair lift safety programme, contractors, inspections, repairs, records and resident communications.
- Lift maintenance contractor: carry out planned servicing, repairs, call-outs and technical advice in accordance with the contract, manufacturer requirements and relevant standards.
- Insurers Engineer: undertakes independent thorough examinations where required or appropriate and provides written reports on the condition and safety of the equipment.
- Tenants and Residents: report repairs and hazards, use the passenger lift and stairlift appropriately, and follow safety information provided by the Association.

6. Maintenance and Thorough Examination

- 6.1. The passenger lift and stair lift will be serviced at intervals recommended by the maintenance contractor, manufacturer guidance and any competent person, and agreed by the responsible manager. The passenger lift will receive an independent thorough examination at least every six months where it carries people, unless a competent person specifies a different written examination scheme.
- 6.2. The communal stair lift will receive routine maintenance and inspection and, where LOLER applies or where required by the insurer, competent person or risk assessment, a thorough examination normally at six-monthly intervals because it carries people.
- 6.3. The servicing and thorough examination are separate activities, and both must be completed where required. Defects with specified timescales will be tracked by the responsible manager until completed.
- 6.4. Following major works, an incident, damage, prolonged non-use or any event that may affect equipment safety, HCHA will seek competent advice before returning the equipment to normal use.

7. Routine Checks

- 7.1. HCHA will arrange simple routine checks, normally monthly or at another reasonable interval based on use and risk. Checks may include passenger lift operation, door movement, lighting, cleanliness, alarm or communication function, signage and evidence of damage or misuse.

- 7.2. Stair lift checks may include rail or track condition, seat or platform condition, controls, restraint or armrests where fitted, charging position, obstruction-free travel route, surrounding trip hazards and any visible damage or misuse. Staff must not undertake technical work unless they are competent and authorised to do so.

8. Emergency Arrangements

- 8.1. The passenger lift will have a working emergency alarm or communication system where required. HCHA will maintain a 24-hour process for responding to passenger entrapment or unsafe equipment conditions.
- 8.2. Tenants will be advised how to report lift and stairlift faults and what to do if trapped, stranded or unable to use the equipment safely. Only competent and authorised persons may release trapped passengers or undertake technical intervention.
- 8.3. Where an outage may affect residents with mobility needs, HCHA will consider reasonable temporary support and communication arrangements.

9. Fire Safety and Use During Emergencies

- 9.1. The passenger lift must not be used during a fire. The communal stair lift must not obstruct escape routes, landings, stairways or fire doors, and it should not be used during a fire or evacuation. Fire safety signage, evacuation procedures and resident information will be consistent with the building's fire risk assessment and emergency arrangements

10. Tenant communication

- 10.1. HCHA will provide clear information to tenants about safe use of the passenger lift and communal stair lift, fault reporting, planned maintenance, temporary outages and emergency arrangements. Planned works or examinations that may affect availability will be communicated in advance wherever practicable, including any temporary arrangements for residents who rely on the equipment for access.

11. Record Keeping

- 11.1. HCHA will maintain the following records:
- Passenger lift and stair lift asset details, maintenance contracts and service records.
 - Independent thorough examination reports where required or commissioned.
 - Defect logs, repair records and evidence of completion.
 - Emergency call-out, entrapment, stranded-user and equipment failure records.

- Resident communications about planned works or significant outages.
- Risk assessments, manufacturer information and relevant fire safety information.

12. Monitoring and Review

12.1. HCHA will monitor compliance with servicing, examinations, repairs, defect closure and emergency response arrangements for both the passenger lift and communal stair lift. This policy will be reviewed every three years, or sooner following a significant incident, change in legislation, major lift or stair lift works, change of maintenance contractor, change in building use, or relevant recommendation from a competent person.