



Lift Safety Policy

If you have difficulty with reading this policy, including any difficulties with sight or hearing, or if you require this document translated into another language, please contact us and we will be happy to provide this information in a format that suits your needs.

Our Vision, Our Values, Our Strategic Objectives

Our Vision

A vibrant neighbourhood where everyone can prosper.

Our Values

Caring, Reliable, Fair, Open and Adaptable

Our Strategic Objectives



Equality and Diversity Statement

Elderpark Housing are committed to ensuring people or communities do not face discrimination or social exclusion due to any of the following protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex or sexual orientation.

This document complies with our Equality and Diversity Policy.

We will regularly review this Policy and consider any equalities implications taking the necessary action to address any inequalities (either directly or indirectly) that result from the implementation of this Policy.

Executive Summary

Policy Author

The Director Of Maintenance Services holds the responsibility for developing this policy.

Purpose of the Policy

The purpose of this policy is to provide a clear statement of Elderpark Housing Associations duties and obligations in relation to ensuring that all lifting equipment is thoroughly examined to the required frequency and routine maintenance and defects are completed to ensure lifts remain safe and in operation in all buildings owned and managed by Elderpark Housing, where it is confirmed we are responsible for the lift.

The effects of poorly maintained lift installations can be devastating in terms of loss of life, injury and trauma for those involved, damage to property, financial risks and to the business continuity.

This policy is important in ensuring the health and safety of employees, tenants, residents of Elderpark Housing properties and those who live in the immediate area, work in, or visit their homes and office premises where lifting equipment is situated. As a landlord Elderpark Housing has a responsibility to ensure the safety of its tenants.

This policy sets out how Elderpark Housing will fulfil these requirements for lift safety.

Policy Scope

This policy applies to lift installations in all buildings owned and managed by Elderpark Housing, where the lift can be used as part of a work activity, this includes our offices and places of work. Domestic lifting equipment does not fall under the same duties as it cannot be used as a work activity as defined in regulations, however we do maintain customers domestic lifting equipment. Therefore, within the policy and the supporting management plan we will define our approach to domestic lifting equipment.

This Policy applies to all Elderpark staff, its customers, owners, contractors and the Management Committee members.

This policy applies to all lift safety related work streams across the organisation, including the "thorough examination" programme (every 6 months for all passenger lifts) and any other lifting equipment operations which require routine examination, maintenance and repair.

Aims and Objectives of the Policy

The Association aims to ensure that residents and visitors can enjoy safe access to, and use of, our services and facilities. In addition, to ensure, so far as is reasonably practicable, the safety and welfare of our employees and other persons who may be affected by our activities.

The main objective of the policy is to meet all legal and regulatory obligations and ensure best practice is followed in relation to lift safety. It therefore aims to keep the general public, tenants, and employees aware of the risks associated with lift installations and as far as reasonably practical, ensure they are safe from danger.

Regulatory and Legislative Compliance

SHR Regulatory Standards

As a Registered Social Landlord (RSL) the Association must also comply with the Scottish Housing Regulator's (SHR) Regulatory Framework, including the seven Standards of Governance and Financial Management and the Scottish Social Housing Charter.

Relevant to this policy from the Framework and Standard of Governance and financial Management are:

Regulatory Standard 1 (RS1) – *'The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users'.*

Regulatory Standard 3 (RS3) – *'The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay'.*

Regulatory Standard 5 (RS5) – *'The RSL conducts its affairs with honesty and integrity'.*

Key Applicable Legislation:

- The Health & Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Lifting Operation and Lifting Equipment Regulations 1998 (LOLER)
- Provision and use of Work Equipment Regulations 1998 (PUWER)
- All relevant British and European standards including BS EN 81-20: 2014, BS EN 81-50: 2014 & BS 7255:2012
- HSE Approved Code of Practice and Guidance document L113 - Safe use of lifting equipment
- L22 A Provision and Use of Work Equipment Regulations 1998
- INDG290 Lifting equipment at work.
- INDG422 Thorough Examination of Lifting Equipment
- INDG339 Thorough Examination and Testing of Lifts

Further detailed regulations, standards and guidance can be located in the supporting Lift Safety Management plan.

Equalities

An Equality Impact Assessment has been carried out and attached to this Policy as Appendix 1. Only a positive Equality impact has been identified whereby Elderpark will take on the

maintenance of domestic lifting equipment (stairlifts and bath hoists) for customers where they notify us of the installation which enables them to stay mobile within their home. No equality issues have been identified with the examination and maintenance of lift equipment in common areas and the work required to be compliant with legislation.

Privacy

Record keeping for the purposes of this policy relates to the contract that is in place and undertaking thorough examinations and general maintenance of lifting equipment. This will include contactors having access to tenants' personal details for the purpose of visiting domestic properties for servicing and maintaining domestic lifting equipment, and a data sharing agreement is in place. All data will be held in line with GDPR requirements. This Policy is written to be open and transparent in line with FOISA. A GDPR Impact Assessment has been carried out and attached to this Policy as Appendix 2.

Related Policies

Policy Title	Location
Asset Management Policy	Under review
Planned and Cyclical Maintenance Policy	V:\Elderpark Policy Suite\Maintenance Policies\M3 Planned and Cyclical Maintenance Policy.pdf
Fire Safety Policy	V:\Elderpark Policy Suite\Maintenance Policies\M11 Fire Safety Policy.pdf
Electrical Installations Conditions Reports (EICR)	Under review
Data Protection Policy	V:\Elderpark Policy Suite\Governance Policies\G33 Data Protection Policy.pdf
Freedom of Information Policy	V:\Elderpark Policy Suite\Governance Policies\G29 FOI and EI Policy.pdf

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1. Introduction

- 1.1 Elderpark Housing recognises that lift installations, if not thoroughly examined and maintained to the required frequency and standards, can present a major risk to the health, safety and wellbeing of our customers living in our homes, colleagues working in our offices and the wider estate, owners, and people who visit our properties that contain lifting equipment, if it is not managed safely. Lift safety incidents can cause injury, loss of life, significant damage to property and also pose significant financial and reputational risks to our organisation.
- 1.2 Elderpark Housing is an employer, and a responsible social landlord, and we acknowledge our legal and moral obligations in reducing the potential risks from the dangers that could be caused by lift installations, especially injury and loss of life. The aim of this policy and the supporting lift safety management plan is to provide a robust lift safety framework which can be implemented to protect the safety and wellbeing of Elderpark tenants, owners, staff, and visitors to our properties that contain lifting equipment.
- 1.3 Elderpark Housing is responsible for ensuring that all properties owned and managed by us, meet all applicable lift safety legislation and standards.

2. Purpose of the Policy

- 2.1 The purpose of this policy, which is supported in more detail by the lift safety management plan, is to:
 - Recognise and outline the risks to lives and property associated with the management of lift safety
 - Identify all applicable legislation relating to Elderpark Housing in terms of lift safety statutory duties and responsibilities as a social landlord and employer
 - Determine the scope of how the policy will apply to Elderpark Housing and how the legislation applies
 - Outline the roles, responsibilities and management arrangements we will have in place to manage lift safety effectively
 - Outline how we will implement the policy and how we will assure ourselves that we comply with the legislation and the policy and how we will remain compliant
 - Identify specific roles and responsibilities for policy implementation and management of lift safety arrangements
 - Ensure that our arrangements for lift safety are clear and understood by all employees
 - Ensure that we are fair, equitable and non-discriminatory
 - Ensure that we can be flexible and adaptable to changing needs

3. Policy Scope

- 3.1 This policy applies to all passenger lift installations in common parts of buildings where the lift can be used within a work activity (as defined in legislation) in all buildings owned and managed by Elderpark Housing. Where we are not the freeholder of any properties, which are within our control, the responsibility for passenger lift safety management will be clearly defined within the management agreement.
- 3.2 The legislation relating to domestic lifting equipment differs. Some lifting equipment may not be used by people at work, such as stair lifts and bath hoists installed in private dwellings. These are not subject to the same regulations which apply to passenger lifts which can be used as a work activity (not subject to LOLER or PUWER in these circumstances – see section 4 below), it is however Elderpark’s policy to maintain and service domestic lifting equipment where this is notified to us, to enable customers to remain mobile within their homes. Further detail is included within the Lift Safety Management Plan regarding the provision and responsibility for domestic stairlifts.
- 3.3 This policy applies to all lift safety related work streams associated with maintaining lift safety legislation and standards across Elderpark, including the thorough examination, maintenance, servicing and repairs of passenger lifts and maintenance of domestic lifting equipment.
- 3.4 This Policy applies to all Elderpark staff and the Management Committee members, given that the Policy outlines the main responsibilities for lift safety. This policy also applies to all tenants, owners, contractors and any visitors to our buildings containing lifts, including members of the public.

4. Legal and Regulatory Framework

Regulatory Framework

- 4.1 The Scottish Housing Regulator’s (SHR) main role is to monitor, assess, report and intervene (as appropriate) in relation to social landlords' performance of housing activities and RSLs' financial well-being and standards of governance, in relation to tenants, people who are homeless, gypsy/travellers and factored owners.
- 4.2 Section 36 of the Housing 2010 Act requires the SHR to issue a Code of Conduct setting out Standards of Governance and Financial Management for RSLs. The SHR has seven standards in place which Elderpark Housing must adhere to and meet. Below are the seven standards. We have indicated next to each standard whether we deem it is applicable to this lift safety policy:
- 4.3 The relevant standards from the SHR Framework and Standard of Governance and financial Management relevant to this policy are:
 - **Regulatory Standard 1** (RS1) – *‘The governing body leads and directs the RSL to*

achieve good outcomes for its tenants and other service users’.

- **Guidance 1.1** - The governing body sets the RSL’s strategic direction. It agrees and oversees the organisation’s business plan to achieve its purpose and intended outcomes for its tenants and other service users.
 - **Guidance 1.2** - The RSL’s governance policies and arrangements set out the respective roles, responsibilities and accountabilities of governing body members and senior officers, and the governing body exercises overall responsibility and control of the strategic leadership of the RSL.
 - **Guidance 1.3** - The governing body ensures the RSL complies with its constitution and its legal obligations. Its constitution adheres to these Standards and the constitutional requirements set out below.
 - **Guidance 1.4** - All governing body members accept collective responsibility for their decisions.
 - **Guidance 1.5** - All governing body members and senior officers understand their respective roles, and working relationships are constructive, professional and effective.
 - **Guidance 1.6** - Each governing body member always acts in the best interests of the RSL and its tenants and service users and does not place any personal or other interest ahead of their primary duty to the RSL.
 - **Guidance 1.7** - The RSL maintains its independence by conducting its affairs without control, undue reference to or influence by any other body (unless it is constituted as the subsidiary of another body).
- **Regulatory Standard 3 (RS3)** – *‘The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay’.*
 - **Guidance 3.1** - The RSL has effective financial and treasury management controls and procedures, to achieve the right balance between costs and outcomes, and control costs effectively. The RSL ensures security of assets, the proper use of public and private funds, and access to sufficient liquidity at all times.
 - **Guidance 3.2** - The governing body fully understands the implications of the treasury management strategy it adopts, ensures this is in the best interests of the RSL and that it understands the associated risks.
 - **Guidance 3.3** - The RSL has a robust business planning and control framework and effective systems to monitor and accurately report delivery of its plans. Risks to the delivery of financial plans are identified and managed effectively. The RSL considers sufficiently the financial implications of risks to the delivery of plans.
- **Regulatory Standard 5 (RS5)** – *‘The RSL conducts its affairs with honesty and integrity’.*
 - **Guidance 5.1** - The RSL conducts its affairs with honesty and integrity and, through the actions of the governing body and staff, upholds the good reputation of the RSL and the sector.
 - **Guidance 5.2** - The RSL upholds and promotes the standards of behaviour and conduct it expects of governing body members and staff through an

appropriate code of conduct. It manages governing body members' performance, ensures compliance and has a robust system to deal with any breach of the code.

- **Guidance 5.3** - The RSL pays due regard to the need to eliminate discrimination, harassment and victimisation, and advance equality of opportunity and human rights, and fosters good relations across the range of protected characteristics in all areas of its work, including its governance arrangements.

Legal Framework

4.4 Elderpark Housing will comply with all relevant legislation and regulatory requirements relating to lift safety. Set out below is the principal legislation which applies to lift safety management for Elderpark Housing (please refer to the supporting lift safety management plan for all associated detailed standards and guidance):

4.5 **The Health and Safety at Work Act 1974; General Duty on Employers**

This primary Health and Safety legislation imposes a general duty on employers to ensure the health, safety, and welfare of their employees at work, so far as reasonably practical. This statutory duty is also applicable to "others" who may be affected by the employer's undertakings (i.e., work activity), such as contractors, tenants, neighbours, owners, visitors, and members of the wider general public, where lifts can be used as part of a work activity.

4.6 **The Management of Health and Safety at Work Regulations 1999** section 3, sets out the duty for every employer to make a suitable and sufficient risk assessment of the risks to health and safety of all of their employees whilst at work and other people not in their employment, where lifts can be used as part of a work activity.

4.7 **The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)** places duties on employers and landlords who own, operate, or have control over lifting equipment. This includes organisations whose employees use the lifting equipment whether owned by them or not. Regulation 9 of LOLER requires that all lifts provided for use (or could be used) in work activities are thoroughly examined by a competent person at regular intervals. This applies to lifts and hoists used to lift people or loads. As the duty holder Elderpark are legally responsible for ensuring that lifting equipment is safe to use and that it is thoroughly examined. A summary of these responsibilities include:

- maintaining the lift so that it is safe to use.
- selecting and instructing the competent person.
- ensuring that the lift is examined at statutory intervals (every 6 months when lifting people or 12 months when lifting goods) or in accordance with an examination scheme drawn up by a competent person.
- keeping the competent person informed of any changes in the lift operating conditions which may affect the risk assessment.
- making relevant documentation available to the competent person, e.g. manufacturer's instructions and maintenance records.

- acting promptly to remedy any defects.
- ensuring that all documentation complies with the Regulations.
- record keeping.

4.8 **The Provision and Use of Work Equipment Regulations 1998 (PUWER)** will also apply in most cases because the equipment being used is for work purposes. PUWER prescribes the requirement for inspection and maintenance of work equipment, therefore if the lifting equipment can be used during a work activity LOLER and PUWER will apply.

Passenger Lifts – being used as a work activity

4.9 Elderpark Housing provide lifts for staff, contractors residents and other members of the public to access upper floors in various blocks of properties we own. We therefore deem that under LOLER and PUWER these could be used as part of a work activity. Elderpark Housing have taken the decision to ensure that they are safe to use and are regularly maintained and inspected. In essence, these lifts are deemed part of the workplace and Elderpark Housing shall adopt the same robust requirements for maintenance and inspections afforded to lifts that are covered by LOLER and PUWER.

Domestic Lifting equipment – not used as a work activity

4.10 Domestic lifting equipment in customers’ homes (e.g. stair lifts and bath hoists) is likely not to be used as part of a work activity and therefore are not subject to LOLER and PUWER in these circumstances. If Elderpark Housing is made aware of tenant’s own installations, Elderpark Housing will provide maintenance to those tenants with domestic lifting equipment to enable them to remain mobile within their homes.

4.11 Scottish Housing Quality Standard (SHQS) Repairing Standard

The Association is committed to ensuring that lift safety standards and practices comply with the current outcomes set by the Scottish Social Housing Regulator: Registered Social Landlords must meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes and comply with the Healthy, Safe and Secure elements of the Scottish Housing Quality Standard. This includes The lift (specifically the lift car including the lift doors, call panel and control panel) should be a safe environment in which residents can travel and must therefore be in a good state of repair.

5. Aims and Objectives of this policy

5.1 The aim of this policy is to ensure that we minimise the risk of lift incidents occurring, which could lead to injury or loss of life, so that residents, staff and visitors can enjoy safe access to, and use of, our services and facilities containing lifting equipment. In addition, we aim to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and other persons who may be affected by our activities in relation to lift safety.

5.2 Our objectives are to interpret all applicable legislation and standards to Elderpark Housing as an employer and registered social landlord for lift safety, to enable us to develop suitable and sufficient management arrangements to maintain lift safety. Our main objective is to implement these lift safety arrangements to minimise the risk of injury or loss of life, and ensure we promote a good level of lift safety awareness for all applicable stakeholders to ensure the arrangements are delivered effectively, and what to do in the event that a lift incident occurs, e.g. breakdown and entrapment.

6. Roles and Responsibilities

6.1 **The Management Committee**, in approving this policy, acknowledges that it accepts full responsibility for its implementation. Day-to-day responsibility for the operation of this policy is the responsibility of the Chief Executive with assistance from the Departmental Directors, Managers and operational staff.

6.2 **The Chief Executive with assistance from the Governance and Compliance Manager must:**

- Ensure that the requirements of the policy are communicated to all staff and reinforced on a regular basis.
- Ensure that all staff and Management Committee receive adequate lift safety awareness training and are encouraged to develop and promote safe working practices and attitudes towards lift safety.
- Liaise with local authorities and the Health and Safety Executive (HSE) on matters relating to lift safety including taking any actions resulting from their advice.
- Manage the thorough examination, maintenance, service and repairs of all lift installations, to the required frequency and standards.
- Monitor and report to the Management Committee with any recommendation regarding lift safety
- Ensure staff receive lift safety training, as the training needs analysis dictates.

6.3 **The Chief Executive, assisted by The Director of Maintenance Services and Maintenance Services Manager, must:**

- Ensure compliance with legislation regarding the thorough examination and maintenance of all lifting equipment which could be used as part of a work activity.
- Ensure all persons or contractors carrying out thorough examinations, service, maintenance and repairs are trained and competent to do so and are members of a recognised body that provides accreditation that they are competent to carry out this type of work (e.g. LEIA)
- Ensure a lift is taken out of service when recommended by a competent contractor carrying out the thorough examination or maintenance.
- Ensure there are emergency measures in place when a lift breaks down, including entrapments.
- Ensure that all defects identified at the thorough inspection and maintenance visits are completed by the maintenance contractor

- Ensure systems and contracts are in place for up-to-date advice to be received on current and proposed lift safety legislation, related regulatory and good practice requirements.
- Ensure that all appropriate staff receive adequate lift safety awareness training according to their role and are encouraged to develop and promote safe working practices and attitudes towards lift safety.

6.4 The Chief Executive, assisted by The Director of Housing & Customer Services and Housing Manager, must:

- Ensure that regular estate management inspections are carried out and where a potential lift risk is identified appropriate actions are taken to mitigate these risks.
- Ensure that access to domestic properties is sufficiently supported to enable access for maintenance and service visits required for domestic lifting equipment.
- Ensure that customers are consulted and supported when a lift breaks down or is taken out of service for long periods of time.
- Ensure that incidents of vandalism to lifting equipment are investigated and dealt with
- Ensure that the requirements of the policy are communicated to all relevant staff and tenants and reinforce such communication on a regular basis via Elderpark Housing’s website, tenant newsletter and social media.
- Ensure that all appropriate staff receive adequate lift safety awareness training according to their role and are encouraged to develop and promote safe working practices and attitudes towards lift safety.

6.5 Every employee of Elderpark Housing has a health and safety responsibility and duty with regard to arrangements made for maintaining their own safety in the activities they carry out and responding to emergency situations. Directors and Managers have responsibilities as well as those of an employee.

6.6 Any breaches of the policy should be reported to the employee’s Manager.

7. Lift Safety Arrangements

7.1 The Lift Safety Management Plan which supports this policy, contains further detailed management arrangements in how Elderpark Housing will comply with all applicable lift safety legislation and this policy. The supporting management plan should be read in conjunction with this policy. Listed below are the key lift safety arrangements Elderpark Housing will have in relation to lift safety:

- We will comply fully with all relevant legislation, regulations, Standards and Guidance related to lifting operations and lifting equipment applicable to the properties we own and manage.
- We will identify all properties owned or managed by Elderpark, so far as is reasonably practicable, which have any form of lifting equipment installed and identify our

responsibility in relation to maintenance, repairs, and thorough examination of the equipment.

- We will ensure all lifts used for lifting people (e.g. passenger lifts and communal stair lifts), and all associated lifting articles are thoroughly examined every 6 months by a competent person. We will also ensure that all lifts for lifting goods, and all associated lifting articles are thoroughly examined every 12 months.
- We will ensure that a suitably competent maintenance contractor is in place to deliver planned preventative maintenance (PPM) to the required frequency to appropriately maintain and repair all lifts, including defects arising from the thorough examination or the maintenance visits. We will ensure these are carried out by a suitably competent contractor.
- We will make best use of suitable software / portal facilities to ensure that all lift assets are accurately recorded, and the cycles of thorough examinations, maintenance and subsequent remedial actions and defects are managed in a consistent manner, to ensure these are completed within the appropriate timeframes and to the required standard.
- We will ensure there are suitable and sufficient emergency plans in place for lift breakdowns, entrapments and any health and safety incidents.
- We will ensure that a lift is taken out of service when recommended by a suitably competent person (either as a result of the thorough examination or the maintenance visit) and we will not reinstate it until the issues have been resolved to the required standard.
- We will ensure that there are clearly appointed accountabilities, roles, and responsibilities to manage lift safety across the business.
- We will ensure there are suitable levels of governance, oversight, and supervision to implement this policy and the associated Management Plan inclusive of making these available to all relevant staff and ensuring that staff with lift safety roles have read and understood the content and what is expected of their role.
- We will ensure that all relevant staff receive appropriate training, including specialist roles and general awareness for lift safety.
- We will ensure suitable and sufficient resources across Elderpark are in place to effectively manage customer relationships and tenancy agreements to keep them informed of the lift arrangements for their home/building and keep them updated with any changes with the lift arrangements, for example when a lift is out of service and what are the alternative arrangements in place. We will ensure we consider the diverse needs of our customers.

- We will ensure that contracts with external contractors are managed effectively, and robust contract monitoring is in place to monitor performance and promote continuous improvement.
- We will ensure that we manage data robustly to assure ourselves that we are accurately and robustly fulfilling our statutory responsibilities as an employer and a landlord relating to lift safety across the business and respond promptly to failures in systems and data management.
- We will ensure we work with all regulatory, statutory and enforcing authorities, including the Scottish Housing Regulator (SHR), the Health and Safety Executive (HSE) and local authorities.

8. Training and Awareness

- 8.1 Elderpark Housing will ensure that all colleagues will receive general lift awareness training as required, in relation to their role, and where they will work (e.g. not to use the lift in the event of a fire or fire drill).
- 8.2 Elderpark Housing staff who have specific roles relating to lift safety will receive appropriate training to ensure that they are competent to fulfil their duties.

9. Implementation of the Policy

- 9.1 Elderpark Housing will have suitable and sufficient levels of oversight, governance, and assurance in place to ensure that we fulfil all legal obligations relating to lift safety and to assure ourselves that we comply with this Lift Safety Policy, the supporting Management Plan and all applicable legislation. The levels of Governance and Assurance we have in place are:
- The Management Committee
 - The Senior Management Team
 - The Operational Management Team
 - The Finance, Audit and Risk Sub Committee
 - The Housing and Maintenance Sub Committee
 - The externally appointed third party auditor
- 9.2 Further detail of the governance and oversight arrangements we have in place, including how we will gain assurance of policy implementation and compliance, are included within the Lift Safety Management Plan which supports this policy.

10. Monitoring of the Policy

10.1 Operational Managers will be responsible for the day-to-day management of all work streams and programmes of work associated with lift safety. They will be responsible for:

- Ensuring operational management information is in place to evidence work is being completed within the required timescales and to the required standards to give assurance they are working to this policy, the supporting management plan and all applicable lift legislation and standards.
- Providing such information to enable the relevant Manager / Director to submit a quarterly performance report to the Senior Management Team and subsequently onward to the Management Committee, including relevant Lift Safety KPIs and assurance information.

10.2 In addition to the operational assurance measures outlined above, lift safety will also be subject to internal and external audits, as required, to provide suitable assurance.

10.3 Further detailed performance and assurance information can be found in the supporting Lift Safety Management Plan.

11. Complaints and Appeals About the Policy

11.1 All complaints regarding this policy or its implementation will be handled under our Complaints Handling Policy and Procedure which can be found on our website or from our offices.

12. Review

12.1 This Policy will be reviewed every 5 years but will be subject to earlier review if there are any significant changes in legislation, good practice or operational changes, which may affect the content of this policy.

Appendix 1 - Equality Impact Assessment

Name of Policy to be assessed	Lift Safety Policy	New policy or revision of existing?	Review
Person(s) responsible for assessment		Kerry Clayton	
1. Briefly describe the aims, objectives and purpose of the policy.	<p>The purpose of this policy is to set out how Elderpark Housing will ensure that residents and visitors should enjoy safe access to, and use of, our services and facilities. In particular, to ensure, so far as is reasonably practicable, the safety and welfare of our employees and other persons who may be affected by our activities in relation to lift safety.</p> <p>The main objective of the policy is to meet all legal and regulatory obligations and ensure best practice is followed in relation to lift safety. It therefore aims to: Keep the general public, tenants, and employees safe from the risks associated with faults or issues arising with lift installations and appliances, so far as reasonably practical.</p>		
2. Who is intended to benefit from the policy? (e.g. applicants, tenants, staff, contractors)	<p>The policy sets out to benefit tenants to ensure risk of harm from faulty lift equipment is minimised. It further intends to benefit staff, contractors and members of the public who are visiting and working within Elderpark properties. It will also benefit the association in ensuring legal obligations are met and protecting assets.</p>		
3. What outcomes are wanted from this policy? (e.g. the measurable changes or benefits to members/ tenants / staff)	<p>To ensure that the association is compliant with lift Safety legislation and Regulatory guidance and through regular inspections, monitoring and maintenance, our procedures and programmes continue to be compliant and managed thus mitigating the risks to staff, tenants' contractors and the general public relating to injuries or fire caused by lift faults or issues.</p>		
4. Which groups could be affected by the policy? (note all that apply)			
Age		Disability	
Gender reassignment		Marriage and Civil Partnership	
Pregnancy and Maternity		Race	
Religion or Belief		Sex	
Sexual Orientation			
5. If the policy is not relevant to any of the equality groups listed above, state why and end the process here.			
<p>The policy is applied equally to all properties with the aim of maintaining lift equipment and ensuring safety for all equally and therefore has no positive or negative impact upon any of the above.</p>			
6. Have those affected by the policy / decision been involved?			
		Positive Impact(s)	Negative Impact(s)

7. Describe the likely positive or negative impact(s) that the policy could have on the groups identified above.		
8. What actions are required to address the impacts arising from this assessment? (This might include additional data, putting monitoring in place, making adjustments, taking specific action to mitigate any potentially negative impacts)		
Signed:	<i>Kerry Clayton</i>	
Dated:	10/10/24	

Appendix 2 - GDPR Impact Assessment

Name of Policy to be assessed	Lift Safety Policy	New policy or revision of existing?	Review
Person(s) responsible for assessment		Kerry Clayton	
Briefly describe the aims, objectives and purpose of the policy.	<p>The purpose of this policy is to set out how Elderpark Housing will ensure that residents and visitors should enjoy safe access to, and use of, our services and facilities. In particular, to ensure, so far as is reasonably practicable, the safety and welfare of our employees and other persons who may be affected by our activities in relation to lift safety.</p> <p>The main objective of the policy is to meet all legal and regulatory obligations and ensure best practice is followed in relation to lift safety. It therefore aims to: Keep the general public, tenants, and employees safe from the risks associated with faults or issues arising with lift installations and appliances, so far as reasonably practical.</p>		
Which type of data will be used by implementation of this policy? (e.g. personal, sensitive or special category)	Details of the properties will be used when implementing this policy and the personal details of tenants will be used by staff and contractors who are responsible for contacting tenants to organise domestic lift maintenance work to enable implementation of the policy.		
What outcomes are wanted from this policy? (e.g. necessary to meet legal obligations)	This policy is written in line with our privacy policy and GDPR legislation to ensure compliance with GDPR / FOISA. The outcomes are reducing the risk of harm caused by faulty lift equipment, effective management of assets and ensure the association is meeting legal and regulatory obligations.		
Which groups could be affected by the policy? (note all that apply)			
Tenants	✓	Committee	✓
Employees	✓	Contractors	✓
If the policy is not relevant to any of the data groups listed above, state why and end the process here.			
The Policy is relevant to all of the above groups as tenants' data will be shared with contractors for the purpose of visiting and carrying out work, this would be inclusive of any Committee who are also tenants. Employees implementing the policy will be responsible for ensuring GDPR regulations are adhered to when sharing data and contractors are bound by data sharing legislation when handling tenant's information.			
Have those affected by the policy / decision been involved?			
No.			
Describe the likely positive or negative impact(s) that the policy could have on the groups identified above.	Positive Impact(s)	Negative Impact(s)	
	Tenants can be assured the association is meeting legal obligations by implementing the policy		
What actions are required to address the impacts arising from this assessment? (This might include	Effective monitoring systems to be put in place and accurate record keeping.		

additional data, putting monitoring in place, making adjustments, taking specific action to mitigate any potentially negative impacts)	
Signed:	<i>Kerry Clayton</i>
Dated:	10/10/24