Tendring
District Council

LIFT AND LIFTING EQUIPMENT MANAGEMENT POLICY (Housing Stock)

January 2026

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1.0 Management Policy

1.1 Statement

Tendring District Council is committed to keeping its residents, staff and visitors safe as far as reasonably practicable from harm from lifts and lifting equipment. The Council has created this Management Policy to document how it plans to achieve this.

This Management Policy sets out the actions taken within the housing stock to manage Lifts and Lifting Equipment in accordance with regulations and best practice guidance.

A copy of this policy and other relevant information, as detailed in it, will be held in a central folder which can be found on the Council's computer systems and at Northbourne Depot, Vista Rd, Clacton-On-Sea, Essex, CO15 6AJ. This central folder will be made readily available to all those who need access documentation. Individual equipment records will be held on site where required under the legislation or guidance.

This policy has been approved by the Council's leadership team and has been approved by the Chief Executive and Duty Holder under LOLER and PUWER regulations.

To ensure Employees, Residents, Contractors and Visitors to council owned homes are not exposed to risk or danger from lifts or lifting equipment in the control of the Council the Council will:

- Designate person/s responsible for the management of lifts and lifting equipment on the premises (referred to as the Duty holder); including the updating of records
- Maintain a system and database to ensure lift and lifting equipment records are identifiable through appropriate reporting and recording, providing information to all.
- Provide LOLER and PUWER training to relevant Council employees and third parties as deemed necessary (including the keeping of appropriate training records).
- Periodically inspect lifts and lifting equipment on a regular basis where specified within the database - 6 monthly or every 12 months where equipment is not intended to carry persons.
- Take out of use any equipment that cannot be operated safely.
- Promptly carry out repairs to lifts and lifting equipment and follow maintenance procedures as recommended by manufacturers and industry practice.
- Review this Policy
- Where staff are uncertain on the status of equipment or required action they must seek advice and guidance from suitably qualified and experienced competent persons.
- Staff must inform the Duty Holder or Responsible Person of any instances of suspected exposure to hazards so that professional assistance and guidance can be taken as per the RIDDOR procedure found on the HSE Website.

1.2 Legal Background

The principal legal provisions in relation to this policy are:

- Health & Safety at Work Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operations and Lifting Equipment Regulations (LOLER)
- Construction Design and Management Regulations 2015
- Building Regulations 2010 Parts B and M

Guidance is provided in The Approved Code of Practice L113 (Second edition) Published in 2014

1.3 Extent of Applicability

This policy is intended to apply to:

- Lifts in the Council's Housing Stock
- Stairlifts, lifting platforms hoists and similar equipment installed in the Council's Housing Stock and under the control of the Council.

It is not intended to apply (not exhaustively) to:

- Lifts and lifting equipment in other buildings and facilities
- Plant and equipment installed or used for workshop, engineering or construction activities.
- Equipment installed by tenants without the agreement of the Council.

PUWER and LOLER Regulations apply to workplace equipment and not (necessarily) to residential premises.

Lifting equipment includes any equipment used at work for lifting or lowering loads as a principal function. It includes attachments used for anchoring, fixing, or supporting it. Examples of equipment and accessories include:

- Goods/Passenger Lifts;
- Hoists or slings used for lifting people;
- Rope and pulley systems;
- Scissor lift;
- Mobile elevating work platforms (MEWPs);
- Vehicle Inspection platform hoists
- Vehicle tail lifts;
- Chains, ropes;
- Slings;
- Removable eyebolts, shackles, hooks.

However, reflecting the potential use of equipment by employees or contractors in the course of their duties and reflecting the Council's commitment to safety it proposes to

apply the principles of the regulations to equipment installed in its homes as if they were applicable in those homes. The Council follows the LOLER guidance as a way of meeting its wider health and safety and those of the Provision and Use of Work Equipment Regulations 1998 (PUWER) requirements in the applicable settings.

2.0 Responsibilities

2.1 Duty Holder

The Chief Executive is the legally designated Duty Holder having overall responsibility on behalf of the Council for compliance with this procedure. The Chief Executive holds the main responsibility for the management of all health and safety matters including lifts and lifting equipment and for ensuring that the Council is compliant with regulations and that the procedures contained within this document are followed. The Chief Executive is also responsible for ensuring that adequate resources, support, processes, and competencies are in-place to discharge the responsibilities within this procedure.

2.2 Responsible Persons

The following members of staff have been nominated to be responsible for managing lifts and lifting equipment on the premises.

1) (Assisted by) Corporate Director Operations and Delivery
2) (Accountable Person) Building and Development Manager
3) External Specialists
4) The Council's Insurers
5) Staff within the Building and Development Team as directed by the above.
6) Other staff.

2.2.1 Accountable Person (Residential Buildings)

The Building and Development Manager has been appointed as the Accountable Person to oversee the day-to-day management of lifts and lifting equipment in residential buildings. In conjunction with the Council's Insurers and specialist contractors they will:

- Maintain a record of the residential building assets that have a lift or other lifting equipment installed and the location of these installations or equipment.
- Maintain, update and follow this policy
- Oversee the testing, inspection, preventative maintenance, and thorough examination regime for lifts and lifting equipment;
- Oversee the repair servicing and maintenance of lifts and lifting equipment
- Report any defects identified, back to the Accountable Person and where appropriate to the enforcing authority (Health and Safety Executive) and issue works to remedy faults.

2.2.2 External Specialists

The use of external specialists will provide a technical support service to the Accountable Person and will carry out periodic servicing and inspections of equipment and report findings to the Accountable Person.

2.2.3 The Council's Insurers

The Council's insurers will be appointed to engage independent engineering support and advice to the Appointed Person and to carry out independent inspection of all building passenger lifts in addition those carried out by the External Specialists and to all stairlifts, hoists and similar comprising one of the six-monthly inspections required under this policy.

2.2.4 Staff within the Building and Development Team

Staff involved in the management or maintenance of buildings have a responsibility in ensuring the management of Lifts and Lifting Equipment. Specific staff will have responsibilities linked to contracts or works programmes that they are responsible for. The Development and Building Manah=ger will allocate these duties from time to time. Staff engaged must have knowledge of the equipment locations, location of records and legal and policy requirements. The Development and Building Manager will provide them with sufficient training and guidance to enable them to carry out their role.

2.2.5 Other Staff

Staff do not have specific duties relating to lifting operations and lifting equipment under this policy. However, all staff have general responsibility for ensuring the safety for persons that use buildings it owns and or controls in line with general Health and Safety regulations. Whilst not all staff will have specific duties regarding ensuring the safety of persons using lifting equipment, they will need to have an awareness of the Policy and supporting procedures to deal with any customer queries that may arise. All staff have a duty to report any safety issues.

3.0 Policy

3.1 Risk Assessment

The Council will undertake an assessment of the risks faced by staff and others who may be affected by our Lifts and lifting equipment.

The risk assessment will consider the following factors:

• How often the lifting equipment will be used;

• Where the lifting equipment will be used;

• The nature and characteristics of the load that the equipment will lift;

• The lifting capacity and stability of the equipment for its proposed use;

• The safe working load of the equipment;

• Any limitations on use specified by the supplier or manufacturer;

• Provision of adequate information, training, and instruction of operators;

• Proper planning by a competent person of all lifting operations;

• Supervision, where required;

• Need for additional maintenance and inspection regimes, as applicable;

• Protection against slips, trips, and falls;

• Any risk of damage to the lifting equipment which could result in failure;

• Any risk of the lifting equipment striking a person or object and the consequences;

• Sufficient headroom, where applicable, and other proximity hazards;

• Any risks from any electrical, hydraulic, or pneumatic power supplies or badly designed safeguards;

• Housekeeping and lighting around the area;

• Appropriate information, training, and instructions for operators/users.

This list is not exhaustive. Where work involves special hazards or higher risk activities, requirements may be greater.

3.2 Conformity of new installations

No lift or lifting equipment will be put into use unless the installer and or supplier provides, written in English:

- A Declaration of EC Conformity;
- Record of initial thorough inspection and commissioning;
- Electrical work or other supplementary certificates as may be required.
- Evidence of provision of user information.

3.3 Marking of Lifting Equipment and Accessories

All lifting equipment and accessories for lifting will clearly display the safe working load for each configuration or have information which clearly indicates its safe working load for each configuration kept with the machinery. This must be clearly marked or readily available to the operator or user of the equipment. Accessories should be marked and stored in such a way to be readily identifiable as to what piece of lifting equipment with which they should be used.

All equipment must be marked to show that it complies with safety and environmental Standards only the UKCA will be accepted.

3.4 Examination Scheme

3.4.1 Competent Person

The Council will ensure that the person undertaking thorough inspections has appropriate practical and theoretical knowledge and experience of the lifting equipment to be thoroughly examined as will enable them to detect defects or weaknesses and to assess their importance in relation to the safety and continued use of the lifting equipment.

The competent person should make objective decisions and may be an employee of the Council, an employee or agent of the Council's insurer or an external contractor.

3.4.2 Thorough Examination

Thorough examination will be undertaken:

- On initial use or following installation.
- Periodically (6 months in the case of lifting people, and 12 months for all other lifting equipment) during the life of the equipment to ensure it remains safe for use;
- Following certain exceptional circumstances, e.g., if altered, moved, damaged, out of use for a long period of time, or after a significant change in use.

The Thorough Examination involves a thorough examination and includes a detailed schedule of checks, appropriate examination techniques and testing requirements to detect any defects that are or might become dangerous.

The extent of the thorough examination will depend on an assessment of the risks based on the type of lifting equipment, where it is installed and how it will be used. The competent person will decide whether a load test is necessary and the nature of the test as part of the thorough examination.

3.4.3 Pre-use Checks

Users of any lifting equipment will have appropriate information, instruction, and training so that they may confidently undertake pre-use checks on lifting equipment and accessories and are able to identify faults or damage to the equipment. (These checks are not the same as maintenance or thorough examination, pre-use checks are a requirement in the Management of Health and Safety at Work Regulations).

3.4.4 Frequency

Passenger Lifts	Thorough Examination	Six-Monthly	Competent Person
Equipment used to Lift People	Thorough Examination	Six-Monthly	Competent Person
Accessory for Lifting	Thorough Examination	Six-Monthly	Competent Person
All Lifting Equipment	Thorough Examination	Twelve-Monthly	Competent Person
	Pre-Use Checks	Before each use	Individual User (including non-lifting parts)
	Visual and functional checks	Monthly	

Routine Maintenance of all lifting equipment	Checking and replacing of worn or damaged parts, lubrication, replacing of time- expired components, topping up fluid levels and making routine adjustments.	As recommended by the equipment manufacturer and as industry practice.	Carried out by contractors

3.4.5 Acting on Information

The Council will act on any recommendations for remedial action that result from either operation of the Examination Scheme or through Routine Maintenance within accepted timescales. Immediate action will be taken to take lifts out of service following identification of any significant defect that causes a risk to users or others, until such time as the fault can be safely remedied.

If the competent person discovers a defect that involves an existing or imminent risk of serious personal injury, then this must be reported immediately to the Accountable Person and a copy of the report must be sent to the relevant enforcing authority (Health and Safety Executive), even if the defects are remedied immediately.

3.4.6 Record Keeping

The Data and Compliance Officer will maintain a schedule of lifts and lifting equipment within the scope of the policy complete with:

1) Any equipment or location specific risk assessments
2) EC Conformity Statements;
3) Thorough examination before first use Lifting Equipment or Lifting Accessories
4) Thorough inspections as part of In-service thorough examination (6/12-monthly examination scheme).
5) In-service maintenance and repair
6) Any entrapment incidents

The retention period for items 1 and 2 will be for the life of the equipment. The minimum retention period foe other records will be two years.

4.0 Equalities Statement

The Council recognises that it delivers its housing services to communities within which there is a wide social diversity, and is committed to providing equal opportunities and valuing diversity.

The Council will ensure that no individual is discriminated on the basis of age, disability, ethnicity, gender, sexual orientation, marital status or civil partnership, pregnancy or maternity status. Discrimination on the basis of any of these grounds is not acceptable.

The Council will tackle inequality, treat people with dignity and respect and continue to work to improve services for all service users

The legal framework for the Council's approach is provided by the Equality Act 2010 and specifically by the Public Sector Equality Duty, under which a public authority must work consciously to eliminate discrimination, harassment, victimization and to advance equality of opportunity and foster good relations between people with differing characteristics.

6.0 Complaints Procedure

The Council's Housing Complaints Policy is available to any tenant or prospective tenant who is dissatisfied with any aspect of the housing services we provide. Further information can be obtained from the Council's Corporate and Housing Complaints Policy

7.0 Review of policy

This policy will be reviewed every three years in consultation with tenant representatives, staff, other stakeholders, including the Portfolio Holder responsible for Housing, unless there are any reasons, such as legislative or regulatory which necessitate a review prior to this.