



London Borough
of Hounslow

LIFTS & LIFTING EQUIPMENT POLICY

Assistant Director for Asset Management & Programme Delivery

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1.0 Introduction

- 1.1 The London Borough of Hounslow is committed to act as a Responsible Landlord and fulfil its legal obligations, in compliance with the Provision and Use of Work Equipment Regulations 1998 (PUWER), Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and any other related regulations and standards.

2.0 Aim and Objectives

- 2.1 This policy aims to outline the arrangements to managing lifts and lifting equipment within the London Borough of Hounslow owned and managed properties.
- 2.2 This policy also aims to underscore key roles and responsibilities in ensuring compliance with the with the Provision and Use of Work Equipment Regulations 1998 (PUWER), Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and any other lifts and lifting equipment related regulations and standards.

3.0 Scope

- 3.1 This policy applies to the London Borough of Hounslow owned and managed residential buildings and corporate properties and to any property, where the London Borough of Hounslow has a legal responsibility for maintenance and repairs.

This includes and not limited to the following;

- General Needs.
- Supported Housing and Sheltered Housing.
- Offices and Depots.
- Community Centres.
- Libraries and Leisure Centres.
- Schools and Education Premises.
- Retail or Commercial Units.

4.0 Legislation

- 4.1 London Borough of Hounslow shall comply with the following Legislation;
- Health and Safety at Work etc. Act 1974.
 - Management of Health and Safety at Work Regulations 1999.
 - Lifting Operation and Lifting Equipment Regulations 1998 (LOLER).
 - Provision and Use of Work Equipment Regulations 1998 (PUWER).
 - Workplace (Health and Safety and Welfare) Regulations 1992.
 - Approved Document M – vol 1 & vol 2- of the Building Regulations 2010.
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

5.0 Policy Statement

- 5.1 London Borough of Hounslow recognises that anyone living or visiting its residential buildings, working in their offices or in any other premises, where it is the legal

Landlord, these individuals must be protected in as far as reasonably practicable, from the harm caused by lifts and lifting equipment.

- 5.2 London Borough of Hounslow shall maintain all its passenger lifts and lifting equipment across its residential buildings as well as its owned and managed corporate properties. It shall also develop robust processes and procedures that can assist in ensuring the Council compliance with its legal requirements of applicable legislation, to minimise the risk of a compliance breach, to its lowest practicable level.
- 5.3 London Borough of Hounslow is committed to maintaining its lifts and lifting equipment in efficient working order and in good repair condition, in accordance with the manufacturer and installer's instructions and guidelines.

6.0 Roles and Responsibilities

6.1 Chief Executive

- 6.1.1 The Chief Executive is the Responsible Person and has the overall responsibility and accountability for the risk arising from lifts and lifting equipment within the Council's owned and managed property portfolio, including residential buildings and where the Council has Landlord responsibilities.
- 6.1.2 The Chief Executive is responsible for providing strong leadership in the management of lifts and lifting equipment related compliance issues and ensuring Directors take ownership of the risk arising from lifts and lifting equipment compliance breaches, within their respective areas of responsibilities.

6.2 Assistant Director for Asset Management & Programme Delivery

- 6.2.1 The Assistant Director for Asset Management & Programme Delivery shall hold the delegated responsibility given to them by the Chief Executive for the implementation of this policy across the Council owned and managed properties.
- 6.2.2 The Assistant Director for Asset Management & Programme Delivery shall ensure that sufficient funds and resources are available to enable an adequate management of lifts and lifting equipment works arising from the statutory inspections and Thorough Examinations, respectively, in line with the Provision and Use of Work Equipment Regulations 1998 (PUWER 98) and Lift Operations and Lifting Equipment Regulations 1998 (LOLER 98) requirements.
- 6.2.3 The Assistant Director for Asset Management & Programme Delivery shall provide the Chief Executive and the Senior Leadership Team with reassurances that safety matters relating to lifts and lifting equipment have adequate control measures in place within their respective Directorates and where these measures have been identified as lacking, an Action Plan will be drawn up to address any shortcomings.

6.3 Property Compliance Team

- 6.3.1 The Property Compliance Team shall be responsible for ensuring all structural building as well as mechanical and electrical inspections and testing, within the corporate properties and residential buildings have been effectively carried out and monitored for compliance, in line with the council legal duties and responsibilities.

- 6.3.2 The Property Compliance Team shall ensure adequate management of contractors as well as the data compliance monitoring of all works carried out to address buildings and plant statutory testing and inspections.
- 6.3.3 The Property Compliance Team shall ensure that all works carried out to address building structure compliance as well as mechanical & electrical compliance are adequately checked for quality assurance and standard requirements.
- 6.3.4 The Property Compliance Team - in cooperation with the Asset management Team - shall ensure an adequate management of the contractor delivering lifts and lifting equipment related remedial works as part of the preventative planned maintenance as well as reactive repairs.

6.4 Asset Management Team

- 6.4.1 The Property Asset Management Team shall ensure that a register is in place which holds all relevant data information pertaining to the Council's owned and managed properties, plants and equipment.
- 6.4.2 The Property Asset Management Team shall ensure all Properties and Plants data is being regularly checked, validated and maintained for accuracy.
- 6.4.3 The Property Asset Management Team shall ensure that all data compliance collected during a handover from the Development Team are communicated to the Property Compliance Team for validation and recording.
- 6.4.4 The Property Asset Management Team shall – in cooperation with the Property Compliance Team- take ownership of a risk register for all areas of contract management, ensuring that property, plant and equipment compliance requirements for inspection and testing as well as reactive repairs are being effectively delivered and any risk to property compliance, is being brought to light and adequately controlled and managed.
- 6.4.5 The Property Asset Management Team and Property Compliance team shall keep the maintenance records and thorough examination records for a period of 5 years and a minimum of 2 years after the inspection.

6.5 Directors and Head of Services

- 6.5.1 The Directors (including Assistant Directors) and Head of Services are responsible for communicating and the local implementation of this policy across their areas of responsibility.
- 6.5.2 They shall ensure that they are familiar with relevant legislation which impacts the type of lifts and lifting equipment maintenance inspections, thorough examinations and any related remedial works, carried out by their Directorate.
- 6.5.3 They shall also have a thorough knowledge with any relevant service level agreements (i.e. Council's own premises where services are provided by a third party) and which may impact either the process for undertaking maintenance inspections, insurance thorough examinations and any related remedial works, undertaken on the Council's lifts and lifting Equipment.

6.6 Managers

- 6.6.1 Managers shall Identify the necessary control measures to reduce the risks presented by lifts and lifting equipment within corporate properties, common areas in residential buildings and where the London Borough of Hounslow is the Landlord.
- 6.6.2 Managers shall liaise with the Property Compliance Team to communicate the risk of non-compliance with the lifts and lifting equipment regulations and other related legislations has been identified or brought to their attentions by building occupiers, residents, contractors, insurance inspectors and/or enforcement authorities.
- 6.6.3 As part of the induction process, managers shall ensure that all colleagues are made aware of this policy, as well as how and where to report lift and lifting equipment safety issues and concerns.
- 6.6.4 Managers shall ensure that suitable arrangements are in place to enable access to corporate properties and residential buildings for the purpose of undertaking lifts and lifting equipment maintenance inspections, thorough examination inspections and/or completing any identified lifting equipment remedial works.
- 6.6.5 Managers shall ensure that any budgetary requirements for the purposes of lifts and lifting equipment remedial works are reviewed and approved. Where budgets are declined, a written record must be generated and maintained, outlining the reason(s) for the budget refusal and names involved in this decision making.
- 6.6.6 Managers shall raise any lifting equipment work orders for repairs through the call centres when a lift breakdown occurs.
- 6.6.7 Managers shall ensure the lifts logbook- where applicable- are completed with adequate records of breakdowns, maintenance, and inspection records.
- 6.6.8 Managers shall ensure effective communication with building occupiers and residents during lifts breakdown.
- 6.6.9 Managers shall ensure regular and systematic visual inspections, and report and defects, such as car lighting and car buttons, for repair.

6.7 Employees

- 6.7.1 London Borough of Hounslow employees must ensure that they are familiar with this policy and to comply with its content at all time, effectively.
- 6.7.2 All employees must liaise with their line managers to ensure they complete their induction training and any other safety related training identified as a pre-requisite to carry out their duties safely.
- 6.7.3 All employees are responsible for ensuring they report any issues relating to lifts and lifting equipment to the building managers and/or housings managers for corrective actions to be taken. Such issues may include and not be limited to, defective car buttons, damaged car lighting and acts of vandalism.

6.8 Corporate Health and Safety Team

- 6.8.1 The Corporate Health and Safety Team shall ensure the health, safety and wellbeing of employees, visitors and other relevant stakeholders that are occupying the Council's owned and managed buildings, in the event of a fire occurring.

6.8.2 The Corporate Health and Safety Team shall provide adequate health and safety and fire safety advice to all employees and relevant stakeholders- this includes Hounslow community schools and where the London Borough of Hounslow is the employer and Landlord, with the aim to prevent the risk of accidents, incidents and near misses to their health, safety and wellbeing and also to prevent the risk of a fire occurring.

6.8.3 The Corporate Health and Safety Team shall measure health, safety and wellbeing performance, for accidents, incidents and near misses to prevent reoccurrence.

6.9 Housing Management Team

6.9.1 The Housing Management Team shall ensure that this policy is communicated, implemented, and made readily accessible to all those that are affected by it, within the residential buildings.

6.9.2 The Housing Management Team shall ensure that all Housing Officers and Coordinators are provided with adequate information, instructions and training to support London Borough of Hounslow's management of its lifts and lifting equipment related risk, across its corporate properties and residential building portfolio.

6.9.3 The Housing Management Team shall ensure that Housing Officers and Housing Coordinators work cooperatively with the Corporate Health and Safety for reporting all accidents, incidents, near a miss a ill health, so that these can be investigated and/or reported to the regulators through the appropriate channels, as and when required to do so.

6.9.4 The Housing Management Team shall ensure that Housing Officers and Housing Coordinators work cooperatively with the Asset Management Team, Corporate Health and Safety Team and the Property Compliance Team, by communicating the information passed on to them to the Council's Housing tenants and reporting health, safety and property compliance concerns back to the Council.

7.0 Management Arrangements

7.1 Lifts Maintenance, Thorough Examination Inspection and Lift Installation requirements

7.1.1 The Provision and Use of Work Equipment Regulations 1998(PUWER 98) requires duty holders to ensure any work equipment provided for use is regularly maintained. This includes Lifts and lifting equipment that used by people for work purposes.

7.1.2 The Lift Operations and Lifting Equipment Regulations 1998 (LOLER 98) requires duty holders to ensure all lifts and lifting equipment, such as passenger lifts and goods lifts, regardless whether these are used for work or other, these are inspected by a competent insurance inspector, at least every 6 months for passenger lifts and 12 months for goods lifts.

7.1.3 Where necessary, LBH Electrical Engineer in cooperation with a competent lift maintenance provided, shall undertake a lift risk assessment to establish the regime and type of inspection a lifting equipment shall undergo.

7.1.4 LBH Housing Management Team and Development Team shall only approve the installation of lifts and lifting equipment that meet the requirements set out in the Building Regulations 2010 Approved Document M (as amended)- Volume.1 for dwellings and Volume.2 for Buildings other than dwellings.

- 7.1.5 LBH Asset Management Team in cooperation with the Property Compliance Team shall develop a lift register, ensuring all lifts (passengers and Goods) have been registered, tested, and maintained, in line with the legal requirement.

7.2 Policy Review

- 7.2.1 This Lift and Lifting Equipment Policy shall be reviewed every two years for adequacy and effectiveness, ensuring it remains in compliance with the legal requirements as well as with the organisational structure in place to support its implementation.
- 7.2.2 This Lift and Lifting Equipment Policy shall be reviewed in the event of a major change that has occurred to London Borough of Hounslow's governance structure and/or had triggered a significant change in the Responsible Person's role and responsibilities.