

Lifting Equipment Policy

Jigsaw

Contents

1	Aims	1
2	Scope	1
3	Policy Statement	1
3.1	Duties of Employers and Landlords	2
3.2	Competent Persons	2
3.3	Record Keeping	2
3.4	Alteration to Properties	2
4	Monitoring and Delivery	3
4.1	Auditing and Inspection	3
4.2	Accountability and Responsibility	3
5	Legislation and Regulation	4
6	Related Policies and Procedures	4
7	Glossary	4
8	Document Control	4

1 Aims

1. Jigsaw Homes Group (the Group) will follow a systematic approach to the management and maintenance of lifting equipment to ensure compliance with BS EN 13015 Maintenance for Lifts and Escalators, BS 7255 COP for Safe Working on Lifts, BS EN 81-80 Safety rules for the construction and installation of lifts. Existing lifts - Rules for the improvement of safety of existing passenger and goods passenger lifts, Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), Provision and Use of Work Equipment Regulations 1998 (PUWER) and any other relevant legislation.

This will ensure the safety of employees, residents, contractors and other persons or other stakeholders. This policy has been used to formulate the Group's Lifting Equipment Management Plan.

2 Scope

2. This policy will be applied to any lifting equipment work undertaken by Competent Persons employed by the Group and includes domestic and non-domestic lifting equipment.

The policy also applies to the management of lifting equipment by technical and non-technical employees and all other work types that can impact on the safety of any lifting equipment owned or managed by the Group.

3. This will include but is not exclusive to:
 - Trades personnel
 - Technical Managers/Non-Technical Managers & Administrators
 - Surveyors
 - Competent Persons

3 Policy Statement

4. The Group recognises its duty to comply with BS EN 13015 Maintenance for Lifts and Escalators, BS 7255 COP for Safe Working on Lifts, LOLER, PUWER and any other relevant legislation.
5. The key objectives of this policy are to establish:
 - Duties of Employers and Landlords
 - Competent Persons
 - Record Keeping
 - Alteration to properties

3.1. Duties of Employers and Landlords

6. In order to comply with statutory requirements relating to lifting equipment the Group will:
- Appoint Responsible Persons to lead the management of lifting equipment and ensure compliance is achieved and maintained.
 - Appoint Deputy Responsible Persons who will provide cover in the absence of the responsible person, they will be trained, instructed and informed to the same level as the responsible person.
 - Appoint a Competent Person to undertake lifting equipment work.
 - Arrange preventative maintenance visits by a Competent Person at 6 monthly intervals.
 - Responsible Persons must verify the accuracy and completeness of all lifting-equipment inspection and servicing records, and promptly challenge the competent person if any errors, omissions, or inconsistencies are identified.
7. Also see Accountability and Responsibilities for further details on the roles identified above.

3.2. Competent Persons

8. Any person, who carries out work on lifting equipment on behalf of the Group, shall be a designated Competent Person. They will be suitably trained, qualified by knowledge and practical experience, provided with necessary instructions and supported within their organisation to enable the required maintenance operations to be safely carried out.

3.3. Record Keeping

9. Wherever any work is undertaken on lifting equipment a certificate will be produced by the Competent Person recording the work undertaken. The certificate will be provided to the Responsible Person upon completion of the works and saved electronically in a designated folder within the housing management system and if necessary the relevant property element will be updated to reflect this.

3.4. Alteration to Properties

10. No person (employee or Competent Person) shall be permitted to make any alteration to any premises if that alteration would render any existing lifting equipment unsafe or no longer compliant.

4 Monitoring and Delivery

11. Jigsaw Homes Group Board has overall governance responsibility for ensuring compliance with the regulatory standards, legislation and codes of practice.

As such the Board will formally approve this policy and review it every three years (or sooner if there is a change in regulation, legislation or codes of practice).

KPI reports in relation to lifting equipment, aligned with the Regulator of Social Housing's Tenant Satisfaction Measures will be produced and provided to the Jigsaw Homes Group Executive Management Team and a committee of the board quarterly. This will monitor 6 monthly preventative maintenance visits against anniversary date within the quarter and cumulatively throughout the year.

4.1. Auditing and Inspection

12. A sample of work undertaken by Competent Persons will be routinely inspected by an external auditor; the frequency of the audits will be determined by type of building, age of lifts and frequency of repairs. The audit results will be documented in a monthly report with findings and recommendations assigned to the Responsible Person to action.

Jigsaw Homes Group will carry out an audit of lifting equipment at least once every three years. This audit will specifically test for compliance with the regulations, legislation and codes of practice and identify any non-compliance issues for correction.

4.2. Accountability and Responsibility

13. The Jigsaw Homes Group Director of Asset Management is responsible for the implementation of this policy and associated procedure and is responsible for reporting performance to the Jigsaw Homes Group Board.

The Jigsaw Homes Group Asset Management Regional Heads of Service are the Responsible Person for their region and are responsible for maintaining the Lifting Equipment Management Plan that sets out in detail how the risk will be managed.

Each Responsible Person has a nominated deputy responsible person to provide cover in their absence. Each Responsible Person (or Deputy) is required to verify the validity and correctness of all lifting-equipment inspection and service records under their control. Should they identify any issues, inaccuracies, or missing information, they must immediately raise these concerns with the relevant competent person to ensure

full compliance and accurate record-keeping. Further details of the Responsible Person or regional deputy are recorded in the Lifting Equipment Management Plan.

5 Legislation and Regulation

- 14. Management of Health and Safety at Work Regulations 1999
The Construction Design and Management Regulations 2015
The Health and Safety at Work Act 1974
Electricity at Work Regulations 1989
BS EN 13015 - Maintenance for lifts and escalators,
BS 7255 - COP for Safe Working on Lifts,
Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
Provision and Use of Work Equipment Regulations 1998.Regulations (PUWER)
- 15. Safety and Quality Standard, Regulator of Social Housing

6 Related Policies and Procedures

- 16. Health & Safety Policy
Electrical Safety Policy
Asbestos Policy
Lifting Equipment Management Plan

7 Glossary

- 17. BS EN 13015 - Maintenance for lifts and escalators,
BS 7255 - COP for Safe Working on Lifts,
- 18. BS EN 81-80:2019- Safety rules for the construction and installation of lifts. Existing lifts - Rules for the improvement of safety of existing passenger and goods passenger lifts
LOLER - Lifting Operations and Lifting Equipment Regulations 1998
PUWER- Provision and Use of Work Equipment Regulations 199

8 Document Control

Responsible Officer/s:	Gary Heaton, Operations Director Asset Management Ivan Meredith, Head of Compliance
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Approved by:	Executive Management Team
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Creating homes. Building lives.

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