East Cheshire NHS Trust

Lift Policy
**Policy Title:** Lift Policy

**Executive Summary:** This document describes the systems and processes required for the maintenance and safe operation of passenger and goods lifts. Application of the Policy will ensure that Trust meets its statutory duties and operates within approved safety standards and codes of Practice.

**Supersedes:** New Policy

**Description of Amendment(s):** N/A

**This policy will impact on:** All East Cheshire NHS Staff and all patients and visitors

**Financial Implications:** Delay in operations and transfer of patients which could impact on finances

<table>
<thead>
<tr>
<th>Policy Area</th>
<th>Corporate</th>
<th>Document Reference</th>
<th>V1</th>
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<tbody>
<tr>
<td><strong>Version Number:</strong></td>
<td>1</td>
<td><strong>Effective Date:</strong></td>
<td>July 2016</td>
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<td><strong>Issued By:</strong></td>
<td>Head of Estates</td>
<td><strong>Review Date:</strong></td>
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<tr>
<td><strong>Author:</strong></td>
<td>Head of Estates</td>
<td><strong>Impact Assessment Date:</strong></td>
<td>July 2016</td>
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</tbody>
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**APPROVAL RECORD**

<table>
<thead>
<tr>
<th>Committees / Group</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Consultation:</strong></td>
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<tr>
<td>Estates Operation</td>
<td>July 2016</td>
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<tr>
<td>Management Group</td>
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<td>Risk Management Group</td>
<td>July 2016</td>
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<tr>
<td>Estates Maintenance Group</td>
<td>July 2016</td>
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</tbody>
</table>

<table>
<thead>
<tr>
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<th>Date</th>
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<tr>
<td>Mark Ogden</td>
<td>July 2016</td>
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</table>
## Contents:

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 Policy Statement</td>
<td>3</td>
</tr>
<tr>
<td>2.0 Organisation Responsibilities</td>
<td>3</td>
</tr>
<tr>
<td>3.0 Aim of the Policy</td>
<td>3</td>
</tr>
<tr>
<td>4.0 Roles and Responsibilities</td>
<td>3</td>
</tr>
<tr>
<td>• Management</td>
<td></td>
</tr>
<tr>
<td>• Designated Person (Lifts)</td>
<td></td>
</tr>
<tr>
<td>• Designated Person (Electrical)</td>
<td></td>
</tr>
<tr>
<td>• Duty Holder</td>
<td>4</td>
</tr>
<tr>
<td>• Authorising Engineer (Lifts)</td>
<td></td>
</tr>
<tr>
<td>• Authorised Person (Lifts)</td>
<td></td>
</tr>
<tr>
<td>• Authorised Person (Electrical)</td>
<td></td>
</tr>
<tr>
<td>• Competent Person (Lifts)</td>
<td>5</td>
</tr>
<tr>
<td>• Specialist Maintenance Contractor</td>
<td></td>
</tr>
<tr>
<td>• Vertical Transportation Specialist Consultancy</td>
<td></td>
</tr>
<tr>
<td>• Audits and Risk Assessments</td>
<td></td>
</tr>
<tr>
<td>• Maintenance of Lifts</td>
<td></td>
</tr>
<tr>
<td>• Statutory Inspections</td>
<td>6</td>
</tr>
<tr>
<td>5.0 Policy</td>
<td></td>
</tr>
<tr>
<td>• Examination</td>
<td></td>
</tr>
<tr>
<td>• Annual Survey</td>
<td></td>
</tr>
<tr>
<td>• Weekly Check</td>
<td></td>
</tr>
<tr>
<td>• Defects</td>
<td>7</td>
</tr>
<tr>
<td>6.0 Release of Trapped Passengers</td>
<td>7</td>
</tr>
<tr>
<td>7.0 Legislation</td>
<td>8</td>
</tr>
<tr>
<td>8.0 Policy Review</td>
<td>10</td>
</tr>
</tbody>
</table>
1.0 Policy Statement

This policy sets out the commitment of, East Cheshire NHS Trust (ECNT) to provide a safe and secure environment for patients, visitors and staff. It applies to all persons who have access to, use of, or are responsible for the maintenance of Trust premises.

The Policy also provides guidance and references to assist in implementing the requirements set out within the policy.

This document sets out the Lift working policy and procedures in operation within the Trust. The procedures should be regarded as a guide to minimise to an acceptable level the risks associated with Lifts at work.

2.0 Organisational Responsibilities

The Trust Board delegates overall responsibility for the management and control of Lifts to the Chief Executive. He/she will:

Ensure compliance with statutory legislation, Approved Codes of practice and Department of Health requirements regarding Lifts.

3.0 Aim of the Policy

The aim of the Lift policy is to ensure that lifts belonging to or maintained by East Cheshire NHS Trust (ECNT) are constructed, operated and maintained to the highest standards and comply at all times with current Statutory requirements, industry recognised guidance and standards as well as Health Technical Memorandum (HTM 08-02 Lifts).

4.0 Roles and Responsibilities

Management

Management is defined as the owner, occupier, employer, general manager, chief executive or other person in a healthcare organisation, or their appointed responsible contractor, who is accountable for the premises and who is responsible for issuing or implementing a general policy statement under the Health and Safety at Work Act 1974.

Effective transportation is a complex service with potentially significant areas of risk.

Effective management of this service requires good site knowledge of equipment and key internal / operational vertical traffic requirements, together with good industry knowledge and high quality servicing and statutory compliance arrangements.

In order to achieve this, the Trust will appoint the following organisations/persons:

- Designated Person (Lifts)
- Designated Person (Electrical)
- Duty Holder
- Authorising Engineer (Lifts)
- Authorised Person (Lifts)
- Authorised Person (Electrical)
- Competent person
- Vertical transportation specialist consultancy
- Specialist maintenance contractor

**Designated Person (Lifts)**

The Designated Person (Lifts) is an individual appointed by a healthcare organisation who has overall authority and responsibility for lifts and their safe operation. They have a duty to prepare and issue a general policy statement in relation to lifts and their safe operation, including the organisation and arrangements for carrying out that policy and to ensure that the lift operations are kept to a satisfactory standard including statutory mandatory examinations, maintenance, record keeping and emergency procedures.

The Designated Person (Lifts) is responsible for ensuring that an Authorising Engineer (Lifts) and Duty Holder is appointed.

**Designated Person (Electrical)**

The Designated Person (Electrical) is an individual appointed by a healthcare organisation who has overall authority and responsibility for the low voltage electricity system within the premises and who has a duty to prepare and issue a general policy statement on health and safety at work, including the organisation and arrangements for carrying out that policy. This person should not be the Authorising Engineer (LV)

The Designated Person (Electrical) is responsible for appointing the Authorising Engineer (LV).

**Duty Holder**

The Duty Holder (as defined in HSE Publication INDG339) is legally responsible for ensuring that the lift is safe to use and that it is thoroughly examined. These responsibilities include:

- Maintaining the lift so that it is safe to use
- Selecting and appointing the competent person
- Ensuring that the lift is examined at statutory intervals
- 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
- Acting promptly to remedy any defects
- Ensuring that all documentation complies with the Regulations
- Record keeping

**Authorising Engineer (Lifts)**

The Authorising Engineer (Lifts) is a chartered engineer with appropriate experience, whose appointment is the responsibility of the Designated Person (Lifts). The person appointed should possess the necessary degree of independence from local management to take action including the implementation, administration and monitoring of the safety arrangements defined in BS7255: 2001. The Authorising Engineer (Lifts) will act as assessor and make recommendations for the appointment of Authorised Persons, monitor the performance

**Authorised Person (Lifts)**

The Authorised Person (Lifts) is nominated by the Authorising Engineer (Lifts) and has the key operational responsibility for the specialist service. The person will be qualified and sufficiently experienced and skilled to fully operate the specialist service.

**Authorised Person (Electrical)**

The Authorised Person (Electrical) is a person possessing adequate technical knowledge and having received appropriate training, appointed in writing by the Authorising Engineer (LV) to be responsible for the practical implementation and operation of management’s safety policy and procedures on defined electrical systems.

**Competent Person (Lifts)**

A Competent Person (Lifts) is a person, suitable trained and qualified by knowledge and practical experience, and provided with the necessary instructions to enable the required work to be carried out safely. It is considered unlikely that an NHS staff employee will have the necessary practical experience and theoretical knowledge to carry out this role and it would normally be carried out by a specialist contractor.

**Specialist Maintenance Contractor**

A contractor who is a member of The Lift and Escalator Industry Association (or other suitably recognised national federation) and has been approved by both the Vertical transportation Specialist Consultancy and the Designated Person (Lifts) The contractor shall be currently accredited including, ISO 9000 Quality Assurance series including design, Suitable notified body approval status, Proven track record of relevant NHS projects.

**Vertical Transportation Specialist Consultancy**
An organisation with sufficient knowledge of and standing within the Vertical Transportation industry to be able to assist and advise the Trust in all aspects of construction, modernisation, maintenance management, traffic analysis, equipment condition, suitable risk assessment and compliance with current and also relevant legislation and industry standards.

Audits and Risk Assessments

The Trust will with the assistance of other relevant organisations, carry out audits and risk assessments of all its Lift installations taking into consideration factors such as general compliance with recognised and applicable standards, general condition of lift cars and lift machinery, servicing arrangements, percentage of available usage time, number of unplanned interventions, control systems, disability discrimination issues and risks to vulnerable passengers.

Information gained from this exercise will be used in the preparation of an on-going plan for safety improvements, modernisation and servicing. The audits and risk assessments will be reviewed annually.

Maintenance of Lifts

The Trust will ensure that all lifts are included in a programme of planned inspections and maintenance. The level of this service will be agreed between the Designated Person (lifts), and the Vertical Transportation Specialist Consultancy. The inspections and maintenance will be carried out under a contract by the Specialist Maintenance Contractor.

Statutory Inspections

These will be carried out by the Competent Person in accordance with current legislation. Inspection reports will be issued to the Trust which will take appropriate action to ensure the continued safe operation of the Lifts.

5.0 Policy

Examination

Each lift is to be thoroughly examined by competent person (Lifts) every 4 weeks in accordance with HTM 08-02 and LG1. A report of the result of every such examination should be prepared on the prescribed form, signed and dated by the person carrying out the examination.

Annual Survey

An annual insurance inspection is to be carried out by an independent surveyor.
Weekly Check

Carry out weekly checks in between the visits of the lift maintenance contractor. These checks include:

- Testing alarm bells
- Checking intercoms or telephones
- Ensuring all lights are illuminated
- Testing emergency lighting systems
- Testing the operation of car safety devices
- Checking smoothness of starting and stopping of the lift car
- Listening for any squeaks or scraping sounds
- Checking for any judder as doors operate
- Ensuring that the lift levels are within the normal tolerances
- Checking that indicators are showing the correct display

Defects

The Trust will ensure that all defects and remedial repairs are carried out within a reasonable timeframe with minimum disruption to the service.

Release of Trapped Passengers

Trust Estates staff who respond to lifts trapped between floors and other emergencies shall be trained in the safe procedures to safely lower lifts to the ground floor. This will be carried out in accordance with the procedures detailed below.

**East Cheshire NHS Trust - Estates Department**

Estates staff shall have received sufficient training to be able to act in release of trapped passengers.

On notification of trapped passengers:

Two trade’s staffs are to attend both in and out of hours and the on duty porter to also needed to attend.

The duty porter to attend to the lift car, to provide reassure to passengers.

Two tradesmen to attend lift motor room to isolate and lock off lift and control the lift to a safe position to enable the opening of the doors.

If trapped passengers are in need of medical assistance then Ambulance Service is to be called immediately.

Following the release of trapped passengers, the lift is to be left isolated and locked off. Allied Lifts are to be contacted to investigate, repair and return the lift to service.
**Legislation**

The main Standards and Legislation governing this policy are contained in but not limited to:

Health & Safety at Work etc. Act 1974

The Provision and Use of Work Equipment Regulations 1998 (PUWER)

Electricity at Work Regulations 1989

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Control of Substance Hazards to Health Regulations 2002 (COSHH)

The Lifts Regulations 1997

The Supply of Machinery (Safety) Regulations 2008

The Electromagnetic Compatibility Regulations 2005


The Construction (Design and Management) Regulations 2007

The Disability Discrimination Act 1995

Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013

Management of Health & Safety at work Regulations 1999

The Control of Asbestos Regulations 2013

Electrical Equipment (Safety) Regulations 1994

Personal Protective Equipment Regulations 2002

Workplace (Health, Safety and Welfare) Regulations 1992

SAFeD Guidelines on the supplementary test of in-service lifts

**Regulations, Guidance and Standards**

The Trust shall in particular comply as far as reasonably practicable with the following Statutory Requirements and Industry recognised guidance and standards

The list is for guidance purposes only and is not exhaustive.

<table>
<thead>
<tr>
<th>Standard</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 2853:1957</td>
<td>Specification for the design and testing of steel overhead runway beams.</td>
</tr>
<tr>
<td>BS 3810 Part 8:1975</td>
<td>Terms used in connection with lifts, lifting platforms and inclined haulages.</td>
</tr>
<tr>
<td>BS 4211:2005</td>
<td>Permanently Fixed Ladders</td>
</tr>
<tr>
<td>BS 5499 Part 1:1990</td>
<td>Fire safety signs, notices and graphic symbols - specification for fire safety signs.</td>
</tr>
<tr>
<td>BS 5499 Part 5:2002</td>
<td>Graphical symbols and signs - Part 5: signs with specific safety meanings</td>
</tr>
</tbody>
</table>
BS 5655 Part 11:2005  Recommendations for the installation of new and the modernisation of electric lifts in existing buildings.
BS 5810:1979  Code of practice for access for the disabled to buildings.
BS 6977:1991  Specification for insulated flexible cables for lifts and for other flexible connections.
BS 7212:1989  Safe use of construction hoists.
BS 8300:2001  Design of buildings and their approaches to meet the needs of disabled people - Code of practice.
BS EN 365:1993  Personal protective equipment against falls from height - General requirements for instructions for use and for marking.
BS EN 81-3:2001  Safety Rules for the construction and installation of electric and hydraulic service lifts.
BS EN 81-58:2003  Safety Rules for the construction and installation of lifts - Examination and tests - Landing door fire resistance.
BS EN 81-73 2005  Safety rules for the construction of lifts. Behaviour of lifts in the event of fire.
BS ISO 4190-1:1999  Lift Installation: Part 1: Class I, II and III.
BSEN 13015:2001  Maintenance instructions for lifts and escalators - Rules for maintenance instructions.
BSEN 294:1992  Safety machinery and safety distances to prevent danger zones being reached by the upper limbs.
BSEN 60529:1992  Specification for degrees of protection provided by enclosures (IP code).
BSEN 81-1:1998 and 2006  Safety rules for the construction and installation of electric lifts.
BSEN 81-28:2003  Safety Rules for electric and hydraulic lifts; Remote alarm on passenger and goods passenger lifts.
Lifting Platforms

<table>
<thead>
<tr>
<th>Standard</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS EN 1570:1999</td>
<td>Code of practice for scissor lifts</td>
</tr>
<tr>
<td>BS EN 1493:1999</td>
<td>Vehicle Lifts (for servicing vehicles)</td>
</tr>
<tr>
<td>BS EN 1570:1999</td>
<td>Safety Requirements for lifting tables</td>
</tr>
<tr>
<td>ISO 9386-1</td>
<td>Power operated lifting platforms for persons with impaired mobility - Part 1 - Vertical Lifting platforms</td>
</tr>
<tr>
<td>ISO 9386-2</td>
<td>Power operated lifting platforms Part 2 - Powered stair lifts for seated, standing &amp; wheelchair users</td>
</tr>
<tr>
<td>BS 5776:1996</td>
<td>Specification for powered stair lifts</td>
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</tbody>
</table>

Standards Dates given are for information only the current edition applies

8.0 Policy Review

This policy will be reviewed on a two-yearly basis.