



Infrastructure Policy & Guidance

Lift and Fixed Hoist Policy

**Code of Practice for the Management
of Lift and Fixed Hoist Maintenance and Testing in
Buildings**

Key Document Information	
Facilities Management Team	
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Document Audience & Classification

This policy is applicable to all who use Kent County Council Property and forms part of the formal corporate policy making structure.

This Document is NOT PROTECTIVELY MARKED, Anyone can view the information and it may be published on the web or on paper.

Key Audience is for:

- ✓ Internal Property & Infrastructure Support
- ✓ Internal Kent County Council
- ✓ Internal and External users of Kent County Council Services

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Policy Introduction

Foreword

Kent County Council (KCC), as the duty holder for its buildings including the school managed estate, aims to ensure that, through its contract management arrangements, will do all that is reasonably practicable to manage and maintain passenger lifts, goods lifts and fixed hoists in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

Who is the Policy aimed at and who is responsible for Lifts in Buildings

This Lift Policy is aimed at everyone who has responsibility for managing and maintaining buildings, or who carries out lift maintenance and installation work in buildings occupied by KCC, and also for anyone specifying work.

Where a building is not owned by KCC, it should be ascertained whose responsibility it is to service and maintain the lift and to carry out thorough examinations; this will normally be clarified in the lease. If it is the landlord, then checks should be made that all appropriate servicing and tests are being done. Mobile hoists will usually remain a site-based charge.

Inclusive Design

It is KCC's aim that all construction work will be designed inclusively to meet the needs of all end users at the outset of the design process.

KCC will ensure that all lifts in buildings it owns, comply with the relevant equalities legislation (including the Equality Act 2010) and meet all health and safety requirements.

Related Legislation

This policy provides general information on Lifts, including current practices and legislative requirements.

Brief Summary of Legislative Requirements

LIFTING OPERATIONS & LIFTING EQUIPMENT REGULATIONS (LOLER) 1998 (L113 (Second edition) Published 2014

Regulation 9 Thorough Examination and Inspection

In order to verify that lifting equipment and accessories remain safe for use, and to detect and remedy any deterioration in good time, thorough examinations are required throughout the lifetime of the equipment, including examinations:

- **before use for the first time** - unless the equipment has an Declaration of Conformity less than one year old and the equipment was not assembled on site. If it was assembled on site, it must be examined by a competent person to ensure that the assembly (eg a platform lift installed in a building) was completed correctly and safely;
- **after assembly and before use at each location** - for equipment that requires assembly or installation before use, eg tower cranes;

- **regularly, while in service** - if the equipment is exposed to conditions that cause deterioration which is likely to result in dangerous situations. Most lifting equipment will be subject to wear and tear and so will need regular in-service examination. Some may be exposed to significant environmental conditions which may cause further deterioration. You have a choice:
 - arrange for thorough examination to be carried out at the intervals specified by LOLER (every 6 or 12 months, depending on the equipment - see below), or
 - conduct examinations in accordance with an examination scheme, drawn up by a competent person;
- **following exceptional circumstances** - liable to jeopardise the safety of lifting equipment, which may include:
 - damage or failure
 - being out of use for long periods
 - major changes, which are likely to affect the equipment's integrity (eg modifications, or replacement / repair of critical parts)

Unless there is an 'examination scheme' specifying other intervals, thorough examinations should be conducted every:

- 6 months, for lifting equipment and any associated accessories used to lift people i.e. slings
- 6 months, for all lifting accessories i.e. eye bolts and shackles
- 12 months, for all other lifting equipment i.e. vehicle lifts, goods only lifts

These examinations will be carried out by a competent person and will be organised via KCC's contract management arrangements.

The KCC Infrastructure Facilities Management Team must be immediately notified of any new item of fixed lifting equipment, requiring statutory inspection or any changes to asset (i.e. removal, disposal, decommissioning). This ensures that sites assets are managed appropriate with the Authoirites FM service providers.

If a site becomes aware of any missed inspections and have not been contacted by the Facilities Management Team, please log a call on the Kent Help desk.

Regulation 10, Reports and Defects

Requires that the competent person making a thorough examination for an employer shall:

- (a) notify the employer forthwith of any defect which in their opinion could become a danger to persons
- (b) as soon as practical provide a written report of the thorough examination and send a copy to the employer and any person from whom the equipment has been hired or leased.
- (C) where there is in his opinion a defect in the lifting equipment involving an existing or imminent risk of serious personal injury, send a copy of the report as soon as is practical to the relevant enforcing authority.

The report should normally be completed within 28 days or sooner to allow any defects to be rectified within the specified period. These reports will be arranged by KCC Infrastructure as described in Regulation 9 above.

Regulation 11, Keeping of Information

Requires that copies of reports of thorough examination must be kept available for at least 2 years. Reports must be stored safely at the premises so that they are readily available to the relevant authority (HSE) should they request to see them. This information may be kept in hard copy form, stored electronically i.e on K2. Information on computer must be protected from unauthorised alteration and be able to provide a written copy when necessary.

This information must be kept at the premises, but it can be stored elsewhere (due to space or security reasons) provided it is readily accessible. A notice must be displayed in the lift machine room indicating where reports and certificates are located.

Where inspections are arranged by the KCC Infrastructure, copies of relevant reports will be supplied to the premises for records, and if a report specifies any defects to be rectified necessary budget authority should be sought.

Safety Assessment Federation (SAFed) Guidelines on the supplementary tests of in-service lifts

There may be a requirement by the competent person carrying out the thorough examination to call for further supplementary work in the form of tests of particular aspects of any given lift. The above guidelines outline the process of risk assessment by which a competent person will come to such decisions. Where deemed necessary, the competent person will indicate this on the report of thorough examination by stating clearly:

what specific test is required, why the test is required, when the test is to be completed

If a defect or repair or component replacement is recommended the appropriate work must be carried out normally within a specified time. Should a lift defect be such that it would likely endanger users, then the lift must be taken out of service until the identified defect is remedied.

Policy

Statement of Intent

The Council, in recognition of its duties, under the Health and Safety at Work Act 1974, towards its tenants, employees, visitors, pupils, customers, contractors and members of the public, undertakes to protect people from harm when using lifts in Council premises and to ensure that all lifting equipment is; properly serviced, maintained, thoroughly inspected and tested at the appropriate intervals, and that adequate records are retained centrally and in a safe location at the premises.

Scope

This policy applies to hydraulic or electric traction lifts and fixed hoists in premises.

Examples will include:

Passenger lifts
Goods lifts, e.g. book lifts
Platform lifts
Scissor lifts
Fixed Hoists

NB: the lists in the above paragraphs are not exhaustive - if in doubt, please contact Infrastructure

Maintenance and inspection responsibilities – What is the KCC regime?

KCC Infrastructure will ensure that for corporate landlord buildings and the school managed estate that a competent person will service the passenger lifts and fixed hoists i.e. ceiling track hoists every 6 months.

Individual business units and schools will be responsible for arranging maintenance by a competent person for any other lifting equipment i.e. mobile hoists.

KCC Infrastructure will arrange for thorough examination (Also known as “Insurance Inspections”) to be carried out at the intervals specified by LOLER (every 6 or 12 months, depending on the equipment).

The contractor / competent persons will, where necessary, take appropriate action where defects are discovered including the isolation of equipment where significant faults are identified. All defects will be immediately notified to KCC to review and ensure appropriate remediations are taken.

Lift Maintenance Contractors

All contractors carrying out work, inspections or testing on any lifts in any building to which this policy applies, will be KCC contractors, employed through Facilities Management (FM) contract providers.

All lift contractors will keep a log of the activity on the site, including any incidents of procedure, system, or plant failure, and they will record work carried out to rectify faults, so

a full maintenance history of the lift is kept.

All lift contractors will operate a Permit to Work system to ensure safe working whilst carrying out maintenance, servicing, testing or repair work.

Emergency Release of Passengers from Immobilised Lifts

All emergency release operations must be conducted by trained and competent personnel with specialised knowledge of lifts, who will be able to determine the cause of the immobilisation of the lift car. Site staff must not attempt to release trapped personnel from a lift and should follow the process below.

Every lift should have written emergency procedures inside side the lift so that all know what to do in the event of an incident.

Briefly in the event of any member of staff or the public being trapped, the following procedure should apply:

- Report to the premises immediately or activate the in-lift call function. This should connect direct to the lift operator or to the premises reception.
- Call the Facilities Management Helpdesk - Call 0800 901 2464
- A contractor will attend and release within 1 hour of receiving the call.
- If imminent danger i.e risk to life – please call Kent Fire and Rescue Service
- Appropriate out of hours / lone working arrangements should also be considered on a site-by-site basis which will be defined by the building's management.
- Complete Appendix A – Lift Entrapment report form
- Appendix A should be attached to the HS157 accident incident form and sent to the H&S team.

All lift incidents and near misses must be reported to the Facilities Management Helpdesk and the Health and Safety Team so that these can be investigated and remedial action taken. A list of all lift incidents should be kept on site.

Facilities Management Helpdesk - 0800 901 2464

Health and Safety Team –
email: healthandsafety@kent.gov.uk
Tel: 03000 418456

Revision and Audit

This lift policy will be reviewed every 2 years or when there is any significant change in legislation, best practice or following an incident or accident that identifies shortcomings in the policy.

Compliance with the policy will be monitored by Infrastructure as part of ongoing contract management arrangements.

Further Reading / Related Information

Legislation

Health and Safety at Work Etc Act 1974 (HSWA)

The Construction (Design & Management) Regulations 2015 (CDM)

The Workplace (Health, Safety and Welfare) Regulations 1992 (WPR)

Provision & Use of Work Equipment Regulations 1998 (PUWER)

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

The Management of Health and Safety at Work Regulations 1999

The Equality Act 2010

Building Regulations

Approved Document M – Access to and Use of Buildings

British Standards

BS 7255: 2012: Code of Practice for safe working on Lifts (London: British Standards Institution)

BS 8300:2009+A1:2010

Design of buildings and their approaches to meet the needs of disabled people. Code of practice

BS 9999:2017

Code of practice for fire safety in the design, management and use of buildings

Approved Codes of Practice

Safe use of lifting equipment Approved Code of Practice and Guidance (HSE) L113

CIBSE Guide D Transportation systems in buildings 2020

Other Publications

Guidelines on the Thorough Examination and Testing of Lifts 1998 (London: Safety Assessment Federation) 1998

SAFed Guidelines on the supplementary tests of in-service lifts 2022

Appendix A Lift Incident / entrapment record

Report all lift incidents Immediately to FM Helpdesk - Call 0800 901 2464

Lift Entrapment / incident Record A copy of this record must be held on site and also scanned/attached to the completed HS157			
Site Name			
Date & Time of entrapment / incident			
Exact Lift Location			
Date and time called Helpdesk			
Helpdesk Call reference			
Number of entrapped people			
Names of entrapped people. Please also indicate if employee or 3rd Party Please also include email or phone number for each perso	Name and contact details	Employee	3rd Party
Date and time of release from lift and duration of entrapment	Date and Time: Duration of entrapment:		
Name of company or organisation who carried out release	Organisation: Lift Operator Name:		
Report all incidents/near misses on a KCC accident Incident form HS157 – Date and reference number	Date completed: Reference number:		