



Property & Infrastructure Support Policy & Guidance

Lift Policy

CODE OF PRACTICE FOR THE MANAGEMENT OF LIFT MAINTENANCE AND TESTING IN BUILDINGS

Key Document Information	
Team Maintenance and Statutory Services Team	
Created on /	Date / 6/3/15
Updated on / by	Date / Name
Reference & Version Number	PI/ /03
Next Review Due	Date 6/3/18
Signed off by SMT	Date

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.

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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

- 1.1 Owners of buildings in which lifts are installed have duties under the Health & Safety at Work Act 1974 Section 4. Owners are expected to take as far as is reasonably practicable measures to ensure that the premises, including means of access or egress, including plant provided for use, are safe & without risk to health. This section relates to 'persons who have, to any extent, control of non-domestic premises used by persons who are not their employees, as a place of work or as a place where they may use plant and equipment' in most cases this will be the Premises Manager of the building (as detailed in 1.3 below).
- 1.2 Section 2 of the Act requires employers to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of his employees.
- 1.3 Inspections are carried out once a year a lift maintenance engineers and also once by insurers.
- 1.4 Maintenance records should be kept and reviewed at regular intervals to ensure compliance of proper maintenance arrangements.

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

- 1.5 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 Kent County Council (KCC), and also for anyone specifying work.
- 1.6 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

- 1.7 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.
- 1.8 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. It is no longer acceptable to design new buildings for a narrow user group and then adapt the design later to meet the needs of disabled people. Please refer to Appendix B KCC Guidance Note – Lifts for Guidance on inclusive Lifts.

Types of lifts included

- 1.9 This policy applies to hydraulic or electric traction lifts in premises. Examples will include:

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

NB: the lists in the above paragraphs are not exhaustive - if in doubt, please contact P&IS or Directorate Health and Safety Adviser/Manager

- 1.10 Checks should be made that where hydraulic lifts in place, there is no risk to external ground or water contamination from oil. Where new lifts specified all such risks are taken account of and a maintenance/inspection regime is implemented.

Related Legislation

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

Brief Summary of Legislative Requirements

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

Regulation 9 Thorough Examination and Inspection

(1) Every employer shall ensure that before lifting equipment is put into service for the first time by him it is thoroughly examined for any defect unless either
(a) the lifting equipment has not been used before; and
(b) in the case of lifting equipment for which an EC declaration of conformity could or (in the case of a declaration under the Lifts Regulations 1997) should have been drawn up, the employer has received such declaration made not more than 12 months before the lifting equipment is put into service;

A competent person as detailed in the regulations is someone who 'has such 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.'

- 1.13 These examinations will be organised by KCC's Insurance Section who will use an insurance approved examination agency where lifts are insured with KCC.
- 1.14 **In the event that Premises Managers have arranged insurance elsewhere (e.g. school not in the KCC Safehands Insurance Scheme) they must set up their own inspection arrangements and be available to evidence this on request.**
- 1.15 KCC Insurance Section must be immediately notified of any new item of lifting equipment, whether fixed or mobile, requiring statutory inspection or any changes to

asset (ie removal, disposal, decommissioning).

1.16 Regulation 10, Reports and Defects

Requires that the competent person 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 report of the thorough examination.

1.17 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 Insurance Section as described in Regulation 9 above.

1.18 Regulation 11, Keeping of Information

Requires that copies of reports of thorough examination must be kept available for examination 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 or on computer disk. Information on computer must be protected from unauthorised alteration and be able to provide a written copy when necessary.

1.19 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.

1.20 Where inspections are arranged by the KCC Insurance Section, 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

1.21 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

1.22 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.

Related Policies

- 1.23 This policy is linked and should be read in reference to the following corporate policies: KCC Asbestos Policy and Code of Practice

Policy

Statement of Intent

- 1.24 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 lifts are; 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

Lift Maintenance Contractors

- 1.25 All contractors carrying out work, inspections or testing on any lifts in any building to which this policy applies, will be KCC contractors, including TFM.
- 1.26 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.
- 1.27 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

- 1.28 It is generally preferable to leave emergency release operations to personnel with specialised knowledge of lifts, which will normally include lift company staff, who will be able to determine the cause of immobilisation of the lift car.
- 1.29 If a premises wish to be able to release passengers prior to waiting for external assistance to arrive, they must ensure that staff in the host building are properly trained, authorised and instructed to do so. Suitable instructions should be posted in lift machine rooms and a Permit to Work system must be used. The PMA lift contractor will be available to provide full training if requested. Refresher training should be undertaken annually to ensure that staff remain up to date with the policy and release procedures.
- 1.30 Briefly in the event of any member of staff or the public being trapped, the following procedure should apply:
- Report to the Premises immediately.
The Premises or other nominated person will then contact those Authorised and trained to carry out the release of trapped persons. Appropriate out of hours arrangements should also be considered on a site by site basis which will be defined by the building's management.
- 1.31 The Premises, following the incident, shall ensure an approved Lift contractor (which maybe the PMA contractor) carries out tests following the breakdown, to provide

advice as to appropriate action or repair. Should the lift defect be such that it would likely endanger users, then the lift must be taken out of service until the defect is remedied.

- 1.32 If work is required to rectify defects and make the lift safe, arrangements must be made for the work to be undertaken by an approved lift contractor. Incident should be reported as a health and safety incident.

Revision and Audit

- 1.33 This lift policy will be revised at regular intervals or when there is any significant change in legislation, best practice or following an incident or accident that identifies shortcomings in the policy.
- 1.34 Compliance with the policy will be monitored by P&IS who will report any serious breaches via the due process. All employees and contractors or consultants who are involved in the management of premises or the management of building and maintenance works shall monitor compliance with this policy within their area of responsibility.

Further Reading / Related Information

Legislation

Health and Safety at Work Etc Act 1974 (HSWA)
The Construction (Design & Management) Regulations 1994 (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
KCC Technical Guidance

Building Regulations

Approved Document M – Access to and Use of Buildings

British Standards

BS 7255 : 1989: Code of Practice for safe working on Lifts (London : British Standards Institution)
BS 5655 Lifts and Service Lifts : Part 10 : 1986: Specification for testing and inspection of electric and hydraulic lifts
BS 8300:2009+A1:2010
Design of buildings and their approaches to meet the needs of disabled people. Code of practice

BS 9999:2008

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

HSC Approved Codes of Practice

Safe use of lifting equipment Approved Code of Practice and Guidance (HSE)
CIBSE Guide D Transportation systems in buildings

HSE Guidance Notes

Safety at Lift Landings HSE Plant and Machinery Guidance Note PM 262307 (London : The Stationery Office) 1981

Other Publications

Guidelines on the Thorough Examination and Testing of Lifts 1998 (London: Safety Assessment Federation) 1998
HELA LAC Circular Emergency Release of Passengers from Immobilised Lifts
SAFed Guidelines on the supplementary tests of in-service lifts