



## **LIFT SAFETY (PASSENGER, GOODS AND FIREMAN'S)**

### **Policy and Procedure**

**23 September 2013**

#### **1. INTRODUCTION**

Lifts can either be electric or hydraulically operated. Electric lifts operate by way of motors, pulleys and ropes/chains. A lift motor will wind and unwind lift gear, which in turn is connected to the lift. Hydraulic lifts are simpler and rely on hydraulic pressure to raise and lower the lift.

It is KCTMO policy to ensure that all lifts are:

- Properly designed, installed and that all dangerous parts are securely guarded.
- Regularly maintained and inspected, with appropriate records being kept.
- Provided with emergency alarms for use in the event of any person becoming trapped.
- Provided with suitable arrangements for rescuing any persons who become trapped.

This procedure applies to all lifts that are used, or could be used for, carrying people (including goods lifts).

#### **2. LEGISLATION AND RELATED DOCUMENTS**

Health and Safety at Work Act 1974  
Lifting Operations and Lifting Equipment Regulations 1998  
Provision and Use of Work Equipment Regulations 1998  
The Work at Height Regulations 2005  
Lift Guidelines, LG – SAFed

#### **3. PROCEDURE**

##### **What are the main requirements for lifting equipment?**

- 3.1 All lifting equipment must be carefully selected and designed to ensure that it is suitable for the task for which it is intended.
- 3.2 Where the equipment is used for carrying passengers, it must be fitted with appropriate devices to prevent harm to the passengers.
- 3.3 The lift equipment must be designed, manufactured and constructed to ensure that all components are of a suitable material, which are able to withstand the conditions in which they are to be used, including extremes of temperature and the presence of corrosive substances.
- 3.4 All lift cars must be marked with any relevant information, such as the 'Safe Working Load' or the numbers of persons it can safely carry.

- 3.5 Careful consideration should be made to the design of lifting equipment, to take into account the ergonomic issues for users, for example, making sure that they are able to reach all controls easily, or that they don't have to reach too far.
- 3.6 Where persons are required to work on any part of the lifting equipment, including the top of lift cars, adequate protection must be provided to prevent them falling, tripping or slipping and to prevent tools and materials dropping to the floor below. This may include the provision of suitable edge protection, including toe boards, anchorage points and the protection of floor openings.
- 3.7 If lifting equipment is to be used for the movement of people, then the following safeguards will be necessary to ensure that they are not harmed during use:
- Where lifting equipment is to be used for carrying people, only equipment, which is properly designed for that purpose, must be used.
  - Wherever practicable, lifting equipment, which is used for carrying people, should be fitted with appropriate safety devices to prevent it free-falling in the event of failure of a support mechanism. This may require the provision of additional ropes, chains or safety gear, which is anchored independently to the main support mechanism.
  - Appropriate means of communication should be available so that passengers can summons assistance if the lifting equipment breaks down or becomes stranded.
  - Users should also be provided with adequate protection from any adverse conditions they may encounter when using the equipment, such as: noise, extremes of temperature or weather, and harmful substances.
- 3.8 Further requirements also exist for passenger lift cars, i.e. lifts found in office blocks, which are detailed below:
- Passengers must be protected from injury by objects outside of the lift car, which effectively means that the lift car should be fully enclosed, when in use.
  - The lift car should be provided with full length doors, which should also be fitted with devices to prevent persons being crushed by the doors on entering/exiting.
  - The lift should not be able to be moved until the doors have been properly closed and the doors should be interlocked to stop them being opened between floors.
  - Lift shaft doors, on each floor, should be solid and interlocked to prevent them opening when the lift car is not at the same floor.

### **Installation of Lifts**

- 3.9 All lifts are to be installed by competent persons and are to be thoroughly examined and tested before being put into service. A copy of the test certificate is to be held on file.

### **Lift Motor Rooms – General Requirements**

- 3.10 All lift motor rooms are to be kept locked.
- 3.11 Doors to lift motor rooms are to be provided with signs indicating, where necessary, the following hazards: electricity, dangerous parts, noise.
- 3.12 Access to all lift motor rooms is to be designed to ensure the health and safety of any persons requiring access to the room. In particular the following hazards must be considered:
- Falls
  - Access from any ladders onto landing areas
  - Falls through the room opening once inside.
- 3.13 Adequate lighting which can be operated from close to the access door is to be provided.



- 3.14 All dangerous parts of the lift motor and associated plant are to be guarded to prevent injury.
- 3.15 The lift motor room is to be provided with at least one, easily accessible, Carbon Dioxide fire extinguisher.
- 3.16 Rubber matting is to be provided underneath all electrical intakes and switch equipment. It should comply with BS:921 1976.
- 3.17 An 'Electric shock' poster is to be posted in the lift motor room.
- 3.18 The fire alarm for the building must be audible in the lift motor room.

## Statutory Inspections and Maintenance

- 3.19 All lifts must be thoroughly examined and inspected by a competent person at least every 6 months. An Insurance Engineer typically carries this out
- 3.20 In addition, best practice requirements outlined in LOLER state that lifts are to be examined and inspected in accordance with the following publication: Lift Guidance LG published by SAFed. LG specifies inspections at one, five and ten yearly intervals. This will only be undertaken if LG inspections are proactively instructed.
- 3.21 Any additional inspections and examinations are to be recorded and a copy held on file.
- 3.22 A lift maintenance contract should be established with a competent lift company. All lift maintenance carried out under the contract must be recorded in a lift log card (or equivalent register).
- 3.23 Any maintenance that is required as a result of any inspection or examination is to be carried out as soon, as is practical. On a weekly / monthly basis all lifts are to be checked to ensure that they are operating correctly.
- 3.24 Where any lift has been subject to damage, or an event, which has the capacity of causing damage, then a further examination will be required before the lift can be put back into use.
- 3.25 It should be noted, that the competent person responsible for carrying out such checks, can demand that more frequent examinations are undertaken in cases where serious deterioration may occur if the equipment is left for the usual period.
- 3.26 Once each examination has been completed, a certificate or report should be issued. If any defects are identified, these should be rectified accordingly. If serious defects are noted, the lift should be taken out of service until the fault has been remedied.
- 3.27 Care should be taken as to the suitability of competent persons and the thoroughness of their examination, as there have been several incidents of lift equipment failure despite equipment being subjected to an inspections programme.
- 3.28 Any relevant documentation relating to the equipment, such as EC Certificate of Conformities or Examination Reports, must be kept available for inspection by inspectors from the relevant enforcing authority. The information must be kept at the site where the equipment is used.
- 3.29 Copies of all risk assessments, examination and test reports relating to lifting equipment must be held for at least 2 years.