

<p>KCTMO</p> <p>LIFT SAFETY POLICY & PROCEDURE</p>
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CONTENTS

1. Introduction

Contractors and Sub-Contractors
Protection of the Public
Restrictions

2. Installation of Lifts

3. Main Requirements of Lifting Equipment

4. Statutory Inspections & Maintenance

Planned Preventative Maintenance Statutory Inspections

5. Lift Motor Rooms – general requirements

- Restricted Access
- Signage
- Lighting & Emergency Lighting
- Guards & Emergency Devices
- Fire Precautions
- Electric Shock Protection
- Cleanliness, Ventilation & Heating
- Storage

6. Lift Car

Emergency Lighting
Alarm bell / 2-way communication
Signage

7. Electrical Installation & Equipment

Electrical Regulations

Earthing

8. Isolation of lift during maintenance

9. Lift Breakdown & malfunction

10. Responsibilities

11. Miscellaneous

Fire Procedure in residential blocks
Procedure for dealing with lift shut-ins
Keystone Asset Management Database
Key Performance Indicators

12. Review Date

Appendices

1.0 INTRODUCTION

- 1.1** The purpose of this Policy / Procedure is to confirm KCTMO's commitment to and arrangements for ensuring lift safety. It recognises the statutory requirements which must be met and outlines how the Company will comply with these. (The relevant Regulations, Approved Codes of Practice, British Standards and other specialist guidance documents from the Health & Safety Executive and the lift industry are listed at Appendix A.)
- 1.2** KCTMO are responsible for ensuring that all lifts are –
- Properly designed, installed and that all dangerous parts are securely guarded
 - Regularly maintained and inspected and appropriate records kept
 - Provided with emergency alarms for use in the event of any person becoming shut in
 - Provided with suitable arrangements for rescuing any persons who become trapped
- 1.3** KCTMO manages 139 passenger lifts - most of which are electrically-operated. KCTMO lifts are maintained by competent lift contractors under contract providing an inspection, maintenance, breakdown / malfunction service 24 hours per day, 7 days per week.
- 1.4** The health & safety of the residents, visitors, KCTMO staff and contractors is paramount and as such every reasonably practicable precaution should be taken to protect such persons both collectively and individually. To supplement the monthly inspection & maintenance carried out by specialist lift contractors and ensure ongoing lift safety KCTMO Estate Staff and health & safety staff also carry out regular inspections of lifts (a list of the inspection checks undertaken is at Appendix B)
- 1.5** No young person is to work on a lift unless they have been fully instructed and are supervised in the work process by a competent and authorised person. Up to the age of 18, any person working on a lift shall be considered to be undergoing training. No person will use any machinery, tool or equipment unless they have received adequate training on it.

2. INSTALLATION OF LIFTS

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.

3. MAIN REQUIREMENTS OF LIFTING EQUIPMENT

All passenger-carrying lifting equipment must –

- be carefully selected and designed to ensure that it is suitable for the task for which it is intended i.e. for carrying people.
- be fitted with appropriate devices to prevent harm to the passengers
- 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
- have "Safe Working Load" (or the number of persons can safely carry) and any other relevant information marked in the lift car

- be designed with careful consideration of ergonomic issues for users – ensuring they can reach controls etc.
- be provided with adequate protection to ensure that where persons are required to work on any part of the lifting equipment, including the top of lift cars, they are prevented from falling, tripping or slipping and tools and materials are prevented from 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.)
- Have appropriate means of communication available to passengers so they can summon assistance if the lift breaks down or becomes stranded
- be fully enclosed, when in use
- have lift car which is fitted with full length doors fitted with devices to prevent persons being crushed by the doors on entering / exiting
- not be able to be moved until the doors have been properly closed and the doors should be interlocked to prevent them being opened between floors
- have Lift shaft doors, on each floor, which are solid and interlocked to prevent them opening when the lift car is not at the same floor.

4. STATUTORY INSPECTIONS AND MAINTENANCE

4.1 Planned Preventative Maintenance

KCTMO appoints a competent lift contractor to carry out the necessary inspection, testing, maintenance and attend lift shut-ins, breakdowns etc. Inline with the statutory requirements this contractor will be responsible for the following –

- carry out monthly maintenance checks on all lifts to ensure they are operating correctly
- ensure that all maintenance carried out is recorded on the lift log card located in the Lift Motor Room
- carry out any maintenance highlighted by the inspection as soon as practical

(This is supplemented by the regular inspections of the lift cars by the estate staff and health & safety staff.)

Lift Inspection & Maintenance - H&S Rules are set at Appendix C.

4.2 Statutory Inspections

- All lifts must be thoroughly examined and inspected by a competent person at least every 6 months. Care must be taken as to the suitability of the competent person and the thoroughness of the examination. Currently this is carried out by Bureau Veritas who have been engaged by the RBKC Risk Management & Insurance Team. (It is possible that more frequent inspections will be recommended by these engineers and these should be undertaken if required.)
- Reports / Certificates are issued on completion of each inspection / examination and these are held on the Keystone Asset Management Database and must be kept for a period of at least two years.

- If any defects are identified by these inspections these should be rectified accordingly. If serious defects are noted the lift should be taken out of service until the fault has been remedied.
- 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.
Where any lift has been subject to damage, or an event which has the capacity to cause damage then a further examination will be required before it can be brought back into use.
- 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.
- Copies of all risk assessments, examination and test reports relating to lifting equipment must be held for at least 2 years.

5. LIFT MOTOR ROOMS - general requirements

5.1 Restricted Access

All Lift Motor Rooms are to be kept locked at all times and access restricted to authorised individuals. Access doors and hatches have been fitted with high security locks (Gerda H12). These locks are borough-specific and this lock has been used exclusively at these locations. (Keys to these locks are restricted and are only available from the TMO Health & Safety Team with the approval of the TMO Contract Manager on receipt of a refundable deposit.)

Restricted access areas between machinery or between machinery and walls must be clearly sign posted.

5.2 Signage

Doors leading to Lift Motor Rooms are to be provided with signs indicating where necessary the following hazards – electricity, dangerous parts, noise.
("No Unauthorised Entry" etc.)

In addition, the following signage must be in place in these areas -

- to highlight overhead obstructions such as lifting beams, reduced headheight etc.
- Electricity at Work Regns poster
- "Electric Shock" First Aid poster
- Emergency Action

5.3 Lighting & Emergency Lighting

Lift Motor Rooms to have adequate lighting and to be fitted with suitable Emergency Lighting units above the main motor and other working areas. (Emergency Lighting to be inspected and tested on a monthly basis by lift contractor and test recorded on report log.)

5.4 Guards & Emergency Devices

All dangerous parts of the lift motor and associated plant are to be guarded to prevent injury. Guards, emergency stop buttons and other approved safety devices are to be provided and securely fixed in the optimum safety position.

5.5 Fire Precautions

Every Lift Motor Room to be provided with at least one easily accessible Carbon Dioxide fire extinguisher.

If there is a fire alarm in the building it must be audible in the lift motor room.

Contractors should familiarise themselves with the local fire procedure.

5.6 Electric Shock Protection

Rubber matting to be provided underneath all electrical intakes and switching equipment. (Should comply with BS:921 1976)

5.7 Cleanliness, ventilation & heating

Lift motor rooms are require to be adequately ventilated and heated and to be kept clean and free from dirt, grease or oil or redundant equipment.

5.8 Storage

Suitable storage areas must be located away from the "live" switchgear and moving machinery and must be approved by the Contract Manager. Storage must be kept to a minimum and any lubricants, rags etc. must be kept in a locked (metal) flameproof cabinet.

6. LIFT CAR

6.1 Emergency Lighting

All passenger lift cars and hoists must have Emergency Lighting units installed. Lift car emergency lighting to be tested monthly and maintained in accordance with BS: 5266: Part 1: 1988, by lift service engineers as required by the contract. The TMO Contract Manager must be informed in writing of any defects.

6.2 Alarm bell / 2-way communication

Lift cars must be provided with a means of raising an alarm should they break down whilst people are using them. As lifts are refurbished or replaced lift cars is fitted with a two-way communication system which enables the person in the lift to communicate with the CSC / out of hours call handlers. In older lift cars, however, persons are reliant on an alarm bell which generally rings locally to raise any concerns. Instruction on the action to be taken is to be posted in the lift car and in areas where the alarm can be heard.

6.3 Signage

There must be signage in the ground floor lift lobby to clarify what to do in the event of an emergency and also to advise that the lift must not be used in the event of an emergency. Additionally, signage inside the lift car must clarify how persons can raise the alarm in the event of a lift breakdown / shut-in.

7. ELECTRICAL INSTALLATION & EQUIPMENT

7.1 Electrical Regulations

All electrical apparatus wiring must conform to the requirements of the electrical regulations and the IEE and is to be tested for compliance by a competent person and results recorded.

7.2 Earthing

Lift Maintenance Contractor: The Contractor contractually responsible for maintaining the lifts in a safe and serviceable condition and attending to lift breakdowns, malfunction and reports of lift shut-ins.

11. MISCELLANEOUS

11.1 Fire Procedure in residential blocks

The lifts should not be used in the event of a fire. All passengers are to vacate the lifts, and the lifts should remain empty until the London Fire Brigade takes over.

(The TMO blocks have a “defend in place / stay put” evacuation strategy and as such only the residents in the flat where the fire emanates are required to evacuate initially.)

11.2 Procedure for dealing with Lift Shut-ins

ONLY in cases of medical emergency, where a trapped person is in great distress or where the Lift maintenance contractor is not able to attend within a reasonable time.

KCTMO Health & Safety staff meet with the LFB on a regular basis and information on LFB attendance at Lift Shut-ins is brought to that meeting. This information is passed to the Contract Manager who will investigate with the contractor.

11.3 Keystone Asset Management Database

All Inspection and Examination Reports, Certificates etc. and other lift asset information will be stored on Keystone.

11.4 KEY Performance Indicators

Number of reportable incidents (RIDDOR), reported monthly.

- Percentage of calls completed within agreed response time, reported monthly.
- Percentage of lifts in service all month, reported monthly.
- Number of Blocks (with Lift Service) without service for more than 48 hours, reported monthly

12. REVIEW DATE

Review Date: February 2015

Janice Wray
KCTMO Health, Safety & Facilities Manager
February 2014

LEGISLATION & STANDARDS GOVERNING LIFT SAFETY

APPENDIX A

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- London Building Acts (Amendment) Act 1939 as amended by The Building
- Act 1984 and the Building (Inner London) Regulations 1985.
- Electricity at Work Regulations 1989.
- I.E.E. Regulations.
- Reporting of Injuries, Diseases & Dangerous Occurrences Regulations. 2013.(RIDDOR)
- British Standards Applicable to Lifts BS 5655 Parts 11,12
- Safety Working on Lifts BS 7255 (1989).
- EN81-70 Accessibility to Lifts for persons including persons with disabilities 2003
- EN81-80 Safety norm for existing lifts
- EN81-28 Remote Alarm on Passenger and Goods Passenger Lifts 2003
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- The Provision and Use of Work Equipment Regulations 1998 (PUWER)
- The Work at Height Regulations 2005
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Construction (Design and Management) Regulations 2007
- The Work Place (Health, Safety and Welfare) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Manual Handling Operations Regulations 1992
- Confined Spaces Regulations 1997
- The Lifts Regulations 1997

- BS7671 Wiring regulations -2008 17th Edition
- Control of Asbestos Regulations 2012
- Lift guidelines, LG - SAFed

KCTMO ESTATE STAFF INSPECTION CHECKS

APPENDIX B

Checks by Estate Staff

The following visual checks are to be made by estate staff as part of their regular inspection regime. Reports of damage, etc., are to be reported immediately to the CSC.

Specifically, checks are to include:

1. Damage to and security of landing and car doors.
2. Breakage to vision panels, where fitted.
3. Damage or missing escutcheon plates at apertures in the landing doors. Missing or damaged plates which allow the doors to be opened by any instrument. Doors should only be opened by approved release keys
4. Damage to buttons and indicators.
5. Correct functioning of the alarm and door control panel buttons.
6. Car or landing safety edges are in good condition and working order.
7. That the lift levels at landing places within the tolerances allowed for each type of lift (normally +/- 20 mm).
8. That lift car lights are in working order.
9. That lift lobby lights are in working order.
10. That all lift machine room and other lift plant doors are secure.
11. That tracks are clean and clear of obstructions.
12. Signage in car to outline procedure in event of lift breakdown

Inspection and maintenance personnel who are carrying out work ***are to be trained and competent*** when working on any lift or hoist

Notices are to be placed **at each entrance** indicating that the lift is immobilised when out of service for any reason.

Guard rails and warning notices are to be placed across shaft landing entrances if the landing doors have to be left open at any time. These should be attended by an Engineer and increased to a full barricade if anyone, especially a child, is likely to be in the area. Otherwise all landing doors should be closed when the lift is not at the landing entrance.

Do not enter the lift shaft unless authorised.

Do not fit any fuse to the lift except one of the correct type and size.

Do not by-pass any safety device.

Do not leave guards, panels, back panels, lids, etc. lying about, always replace them securely.

Do not leave access doors, ladders, etc. open or unlocked; close them and/or replace them and ensure that they are locked before leaving them unattended.