

LIFT MANAGEMENT

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Lifting Operations and lifting Equipment Management			

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Please note:

If you require a copy of this procedure in an alternative format (for example Large Print, Easy Read) or would like any assistance in relation to the content of this procedure, please contact the Human Resources (HR) team on 01803 656680.

CONTENTS

Purpose & Application	4
Responsibilities	4
Definitions	6
Procedures	7
Audits	8
References	8
Appendices	8

1. Purpose and Application

The operational management of the Lifts within the Trust are an important aspect of ensuring Trust operational effectiveness therefore the aim of this procedure is to ensure that lifts belonging to or maintained by the Trust are constructed, operated and maintained to the highest standards.

This procedure applies to all lifts within the Trust and is aimed to ensure compliance with the statutory regulations which apply to ensure the safe operation of lifts. This procedure should be read in conjunction with the Trust LOLER Management Procedure.

The basis for compliance of this procedure is that all installation, operations and maintenance of the Lift installations included in this procedure shall be undertaken in accordance with the HTM 08-02 Specialist Services Lifts. Also in line with BS 7255:2001 the requirements for the implementation, administration and the monitoring of the safety arrangements and The Lifts Regulations 1997.

The Provision and Use of Work Equipment Regulations 1998 requires that all work equipment (which includes lifting equipment) be constructed or adapted to be suitable for the purpose for which it is provided, and that the working conditions and risks are taken into account during the selection process.

2. Responsibilities

Vertical 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 following responsibilities have been allocated.

2.1 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

2.2 Designated Person (Lifts) (DP(L))

The DP(L) is an individual appointed by a healthcare organisation (a board member or a person with responsibilities to the board) who has overall authority and responsibility for lifts and their safe operation. They have a duty to prepare and issue a general statement in relation to lifts and their safe operation, including the organisation and arrangements for carrying out that safe operation. The management procedure should include reference to mandatory examinations, record-keeping, emergency procedures and training of personnel.

The DP(L) is responsible for ensuring that an Authorising Engineer (Lifts) and Dutyholder are appointed.

2.3 Authorising Engineer (Lifts) (AE(L))

The AE(L) is a chartered engineer with appropriate experience, whose appointment is the responsibility of the DP(L). The person appointed should possess the necessary degree of independence from local management to take action within this guidance including the implementation, administration and monitoring of the safety arrangements defined in BS 7255.

The AE(L) will act as assessor and make recommendations for the appointment of Authorised Persons (Lifts), monitor the performance of the service, and provide an annual audit to the DP(L). To effectively carry out this role, particularly with regard to audit, the AE(L) should be independent of the operational structure of the Trust.

2.4 Authorised Person (Lifts) (AP(L))

The AP(L) is nominated by the AE(L) 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. The person nominated should be able to demonstrate a thorough familiarisation with the system by having attended appropriate professional courses.

2.5 Authorised Person (Electrical) (AP(E))

The Authorised Person (Electrical) is a person possessing adequate technical knowledge and having received appropriate training. He/she will be 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

2.6 Competent Person (Lifts)

A Competent Person (Lifts) is a person, suitably trained and qualified by knowledge and practical experience, and provided with the necessary instructions to enable the required work to be carried out safely (from BS 7255).

2.7 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.

2.8 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 DP(L).

The contractor's accreditation shall include:

- ISO 9000 Quality Assurance Series including design
- Suitable notified body approval status
- Proven track record of relevant NHS Projects

2.9 Insurance Inspector

The Trust Insurance Company provides independent inspectors that carry out the statutory inspections.

3. Definitions

A lift can be defined as an appliance for transporting persons or goods between two or more levels by means of a guided car moving in a substantial vertical direction and travelling in the same path in both upward and downward directions.

Lifts are categorised according to their use, they fall into the following categories:

- Passenger lifts - intended to carry standing and wheelchair passengers.
- Bed/passenger lifts - tend to be of larger dimensions to passenger lifts to allow the carrying of bed or trolleys.
- Goods lifts - goods lifts that carry passengers must confirm to the regulations governing passenger lifts
- Service lifts - they are not designed to carry passengers and generally used for small loads.

4. Procedures

The Trust, with the assistance of other relevant organisations, will carry out risk assessments and audits of all its lift installations taking into consideration factors such as general compliance with the LOLER Regulations, 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 these risk assessment will be used in the preparation of an on-going plan for safety improvements, modernisation and servicing.

The risk assessments and audits will be reviewed on an annual basis by the DP (L).

4.1 Inspection of Lifts and lifting equipment

Lifts and lifting equipment shall be inspected in accordance with the LOLER Regulations and the advice and guidance of the Vertical Transportation Specialist Consultancy.

The Inspector issues the Trust Insurer all the reports which are then logged on 'Prime' the Estates electronic compliance monitoring system.

4.2 Maintenance of lifts

Maintenance of Lifts Schedule will be maintained and 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 DP(L), and the Vertical Transportation Specialist Consultancy.

The inspections and maintenance will be carried out under a contract by the Specialist Maintenance Contractor.

4.3 Monitoring of Maintenance

The Duty Holder – via the AP(L) shall ensure that there is a programme of regular audits and reviews to ensure that all maintenance/servicing is being carried out in accordance with statutory legislation and the requirements of HTM 08-02 and other relevant legislation.

The Duty Holder, AE(L) and AP(L) shall ensure that a regular review of the maintenance regime is carried out to confirm that they continue to meet the Trust requirements and needs of the business.

4.4 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.

All reports issued to the insurer for entry on to the 'Prime' System.

4.5 Release of Trapped Passengers

The procedure for the release of trapped passengers can be found in Appendix 1.

5. Audits

To demonstrate compliance with this procedure the following documentation shall be made available for audit:

- Lifts management procedure (this document)
- Related policy statements and procedures

- Details of Maintenance Contracts with Competent Persons (Lifts)
- Details of the statutory regime of inspection to ensure that mandatory inspections are carried out at the prescribed intervals
- Risk assessments relating to the installation and maintenance of Lift
- An up to date register detailing where Lifts are installed, type of systems and maintenance regime required for each plant
- Internal audit reports

6. References

The following references and further reading are applicable to this document:

- Lifting operations and Lifting Equipment Regulations 1998
- HTM 08-02 Specialist Services Lifts
- HSE publication INDG339
- The Lifts Regulations 1997

7. Appendices

Appendix 1 - Procedure for trapped passengers

Appendix 1 - Procedure for Trapped Passengers

All lifts at Torbay hospital have emergency call systems installed that signal back to Torbay switchboard informing them of the trapped person. However; on discovery of a trapped passenger in Torbay Hospital the switchboard should be contacted on ext 2222 using an internal telephone. For any other locations within the Trust the Fire Service is to be called (9-999).

Switchboard

Switchboard on notification of trapped passengers must immediately contact the Estates and Facilities Management (EFM) Department via the incident team alert protocol. The following information should be given:

- Location
- Lift identification
- Number of trapped passengers if known

Reassurance should be given to passengers and communications are to be left open until the passengers are released.

If it appears that any passenger is becoming upset or requires medical attention the Crash Team and the Fire Service are to be called immediately. Out of hours the Fire Service needs to be called immediately.

Estates and Facilities Management (EFM)

On notification of trapped passengers:

- 2 competent persons are to attend the lift with a set of lift keys.
NB. One set of lift keys is kept in the main Estates office and one set is kept in the Fire box in the hospital telephone switchboard on Level 4.
- One competent person to attend the lift car, to reassure passengers
- The second competent person to attend the lift motor room to isolate and lock off lift
- Competent persons to ascertain if the lift is at a floor level and if not they are to lower the lift to the next floor level if necessary.
- If trapped passengers are becoming upset or in need of medical assistance then the Crash Team and the Fire Service are to be called immediately.

If the EFM staff are unable to be release the trapped passengers within 15 minutes of the initial call then the Fire Service is to be called for assistance.

Following the release of trapped passengers, the lift is to be left isolated and locked off. Company responsible for the lift maintenance is to be contacted to investigate, repair and return the lift to service. The incident must be reported by the attending Estates staff using the Trust Incident Reporting system.