

Lifts Management Policy



Title:

Lifts Management Policy

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Version Control

Date	Author	Version/Page	Reason for change
Aug 2018	Area Sector Estates Assurance Officer, REH	v0.1	New policy development
Dec 2018	As above	v1.0	Approved by the Policy Approval Group
Jan 2019	As above	v1.1	Technical update to Section 5
Dec 2021	Estate and Facilities Assurance Team	v1.2-3	Under review
June 2022	Estate and Facilities Assurance Team	V.2.0	Approved by the Policy Approval Group

Executive Summary

This policy sets out the commitment of NHS Lothian to provide a safe and secure environment for patients, visitors and staff. It applies to all persons who have access to, use of, or are responsible for the maintenance of NHS Lothian premises.

This policy, and its associated materials, describes the systems and processes required for the maintenance and safe operation of passenger and goods lifts. Application of this policy will ensure that NHS Lothian meets its statutory duties and operates within approved safety standards and codes of practice.

1. Within any client (NHS Lothian) /contractor relationship both parties have duties under health and safety law.
2. Lift contractors can be engaged across all services and the requirements are applicable whenever this occurs.
3. All NHS Lothian line managers involved in the contracted work will ensure that measures are in place to ensure full cooperation by all those involved.
4. NHS Lothian as the client must decide what is needed to do to effectively manage and supervise the work of lift contractors. The more impact the lift contractor's work could have on the health and safety risks of anyone likely to be affected, the greater the management and supervisory responsibilities of the lift contractor and NHS Lothian.
5. ALL Contractors must follow NHS Lothian Control of Contractors Policy and be sufficiently inducted on each site.

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1.0 Purpose

The purpose of this policy is to ensure that lifts belonging to, or maintained by, NHS Lothian are constructed, operated, and maintained to the highest standards, and comply at all times with current statutory requirements, industry recognised guidance and standards, as well as Scottish Health Technical Memorandum 08-02: Specialist Services – Lifts, version 2 dated July 2015.

2.0 Policy statement

This policy sets out the commitment of NHS Lothian to provide a safe and secure environment for patients, visitors and staff. It applies to all persons who have access to, use of, or are responsible for the maintenance of NHS Lothian premises.

The policy also provides guidance and references to assist in implementing the requirements set out within the lift policy.

This document sets out the Lift working policy, and provides reference to procedures in operation within NHS Lothian. The procedures should be regarded as a guide to minimise risk associated with Lifts at work.

Ensure compliance with all relevant health and safety legislation and any NHS Lothian Policies

3.0 Scope

This policy applies to all NHS Lothian premises whether owned or occupied under lease or other Service Level Agreements (SLAs), Private Finance Initiatives (PFI), and Public Private Partnerships (PPP). Where the management of buildings/areas occupied by NHS Lothian staff and/or patients is carried-out by others, the requirements of this policy remain applicable, although implementation of site-specific Risk Management requirements are managed locally.

It remains NHS Lothian's responsibility to ensure that the requirements of this policy are notified to and complied with by all.

4.0 Definitions

4.1 Designated Person (Lifts)

The Designated Person (Lifts) is an individual appointed by a healthcare organisation who has overall authority and responsibility for lifts and their safe operation. They have a duty to prepare and issue a general policy statement in relation to lifts and their safe operation, including the organisation and arrangements for carrying out that policy and to ensure that the lift operations are kept to a satisfactory standard including statutory and mandatory examinations, maintenance, record keeping and emergency procedures.

The Designated Person (Lifts) is responsible for ensuring that an Authorising Engineer (Lifts) and Duty Holder are appointed.

The Designated Person (Lifts) shall also formally appoint Authorised Persons (Lifts) for NHS Lothian.

4.2 Duty Holder (Lifts)

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: -

- 4.2.1 Maintaining the lift so that it is safe to use
- 4.2.2 Selecting and appointing the competent person
- 4.2.3 Ensuring that the lift is examined at statutory intervals
- 4.2.4 Keeping the competent person informed of any changes in the lift operating conditions which may affect the risk assessment.
- 4.2.5 Making relevant documentation available to the competent person
- 4.2.6 Acting promptly to remedy any defects
- 4.2.7 Ensuring that all documentation complies with the Regulations
- 4.2.8 Record keeping systems

4.3 Authorising Engineer (Lifts)

The Authorising Engineer (Lifts) is a chartered engineer with appropriate experience, whose appointment is the responsibility of the Designated Person (Lifts). The person appointed should possess the necessary degree of independence from local management to take action including the implementation, administration and monitoring of the safety arrangements defined in BS7255: 2012.

The Authorising Engineer (Lifts) will act as the assessor and make recommendations for the appointment of Authorised Persons and monitor their performance.

4.4 Authorised Person (Lifts)

The Authorised Person (Lifts) is assessed and recommended by the Authorising Engineer (Lifts) 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. It is the responsibility of the Designated Person (Lifts) to appoint the Authorised Person (Lifts).

The Authorised Person (Lifts) shall keep a record of routine and non-routine matters for their Sector of appointment.

4.5 Competent Person (Lifts)

A Competent Person (Lifts) is a person, suitable trained and qualified by knowledge and practical experience, and provided with the necessary instructions to enable the required

work to be carried out safely (as required by BS 7255). It is considered unlikely that an NHS staff employee will have the necessary practical experience and theoretical knowledge to carry out this role and it would normally be carried out by a specialist contractor.

4.6 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 Designated Person (Lifts). The contractor shall be currently accredited including, ISO 9000 Quality Management series including design, suitable notified body approval status.

The workforce shall be nominated to work on the Board's lifts, along with carrying out the release of entrapped persons.

4.7 Vertical Transportation Specialist Consultancy

An organisation with sufficient knowledge of and standing within the Vertical Transportation industry to be able to assist and advise NHS Lothian 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.

5.0 Implementation roles and responsibilities

5.1 Organisation and Management

Management is defined as the owner, occupier, employer, general manager, chief executive or other person in a healthcare organisation, or their appointed responsible contractor, who is accountable for the premises and who is responsible for issuing or implementing a general policy statement under the Health and Safety at Work Act 1974.

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, NHS Lothian will appoint the following organisations/persons:

- Designated Person (Lifts)
- Duty Holder
- Authorising Engineer (Lifts)
- Authorised Person (Lifts)
- Competent Person (Contractor)
- Vertical transportation specialist consultancy
- Specialist maintenance contractor

5.2 Audits and Risk Assessments

NHS Lothian will with the assistance of other relevant organisations, carry out audits and risk assessments of all its Lift installations taking into consideration factors such as general compliance with 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, equality act issues and risks to vulnerable passengers.

Information gained from this exercise will be used in the preparation of an on-going plan for safety improvements, modernisation and servicing. The audits and risk assessments will be reviewed annually.

5.3 Maintenance of lifts

NHS Lothian 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 Designated Person (Lifts), and the Vertical Transportation Specialist Consultancy. The inspections and maintenance will be carried out under a contract by the Specialist Maintenance Contractor.

5.4 Statutory inspections

These will be carried out by the Competent Person in accordance with current legislation and the Written Scheme of Examination. Inspection reports will be issued to NHS Lothian which will take appropriate action to ensure the continued safe operation of the Lifts.

5.5 Entrapment

The responsibility for the safe release of trapped passengers has been delegated to the Board's appointed Lift Maintenance Contractor. Rescue should not be attempted by untrained and unauthorised NHS Lothian staff.

5.6 Intercoms

Lift intercoms connect the panic alarm button within the lift car to a call receiving centre via a communication autodialler. NHS Lothian's call receiving centre is Lauriston switchboard, where call handlers will direct the call to the Estates department in accordance with NHS Lothian's Lift Entrapment SOP.

6.0 Associated materials

NHS Lothian Lift Entrapment Procedure [under development]

Lift Contract Documents

Risk Assessments

HFS SUP 10: Management of Lifts

7.0 Evidence base

- ACOP L22 PUWER - Safe use of work equipment
- BS7255: 2012: Code of practice for safe working on lifts
- Construction Design & Management Regulations 2015.
- Electrical Equipment (Safety) Regulations 1994
- GS38. Electrical test equipment for use by electricians
- Guidance on safe isolation procedures
- Health and Safety at Work Act 1974
- HSG85: Electricity at work: safe working practices
- SHTM 06-01: Electrical services supply and distribution Part B: Operational management
- SHTM 06-02: Electrical services supply and distribution: Electrical Safety Guidance for low voltage systems
- SHTM 08-02: Specialist Services - Lifts
- INDG339 (rev1): Thorough Examination and Testing of Lifts
- INDG354 (rev1): Safety in Electrical Testing
- INDG402: Safe use of ladders
- INDG405: Top tips for ladder and stepladder safety
- INDG422: Thorough examination of lifting equipment
- INDG73 (rev): Working Alone in safety
- L113: Safe use of lifting equipment
- LEIA CoP: Maintenance requirement for lifts, lifting platforms, escalators and moving walks
- Memorandum of guidance in the Electricity at Work Regulations 1989
- Personal protective equipment at work 2nd edition
- Personal Protective Equipment at Work Regulations 2002.
- SAFed LR1
- The Control of Substances Hazardous to Health Regulations 2002
- The Electricity at Work Regulations 1989
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Management of Health and Safety at Work Regulations 2002
- The Provision and Use of Work Equipment Regulations 1998
- The Working at Height Regulations 2005

8.0 Stakeholder consultation

This document has been discussed and reviewed by Estates Management, Partnership and relevant Authorising Engineer.

The draft policy was placed on the NHS Lothian Consultation Zone to give all NHS Lothian staff an opportunity to provide feedback/comment.

9.0 Monitoring and review

This policy will be subject to review three years from the date of issue, or sooner to incorporate changes in legislation / guidance, or where audit findings identify significant gaps, risks, failures or omissions.