

Title:

Lift Entrapment SOP – Lift Installation Contractor

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Version Control

Date	Author	Version	Reason for change
May 2024	Area Manager, Estates Assurance Manager, Estates & Facilities	1.0	New SOP under development
Nov 2025	Assurance Manager, Estates & Facilities	2.0	Approved by the Facilities Policy Advisory Group

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1.0 Purpose

This procedure has been developed as a requirement of SHTM 08-02: Specialist Services Lifts. A written operational plan covering emergency procedures must be in place to ensure that all lift entrapments are dealt with in a positive and well-rehearsed manner.

This procedure should be followed to ensure the safe release of entrapped lift passengers.

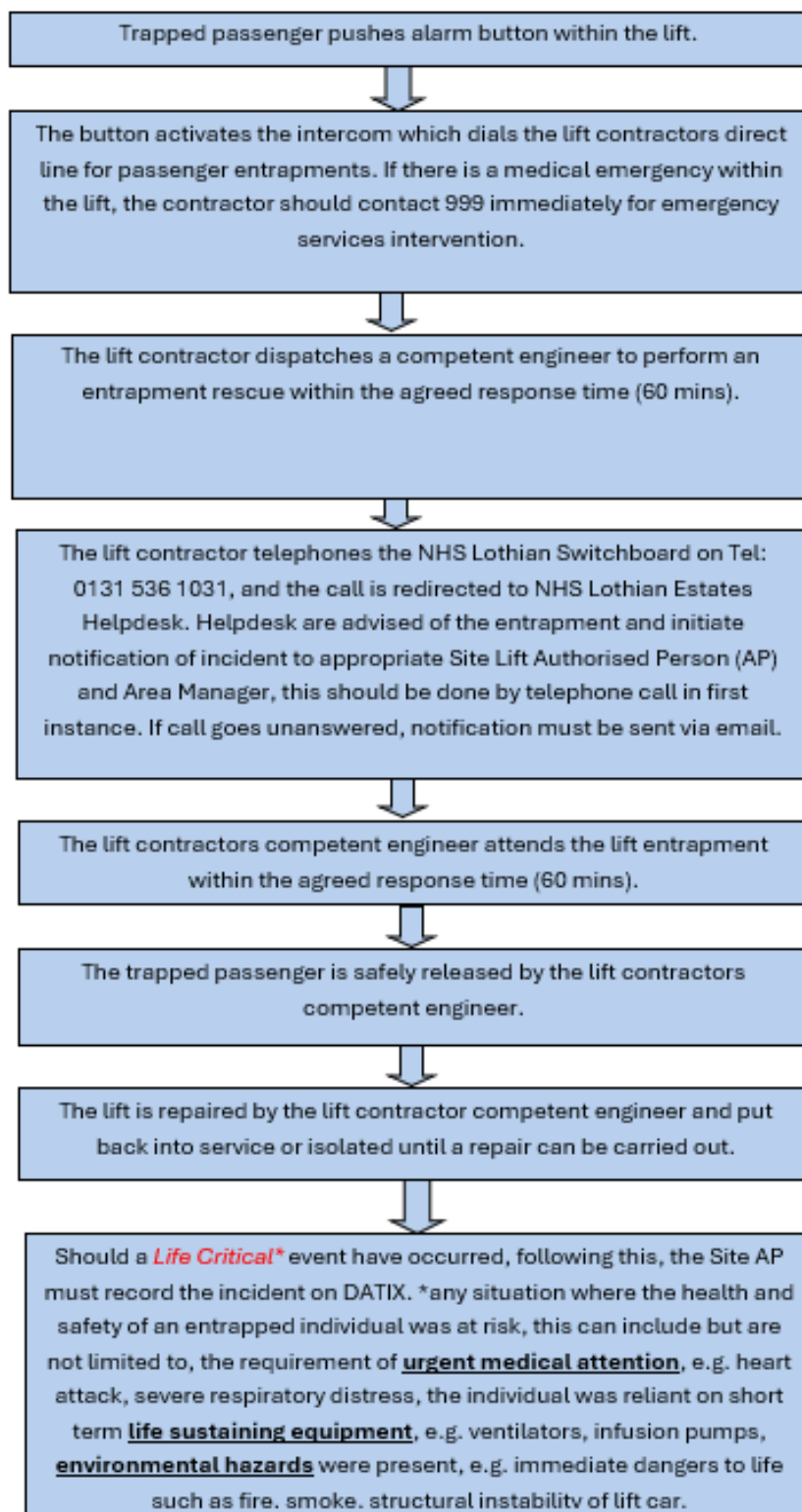
2.0 Procedure

NHS Lothian has delegated responsibility for the safe release of lift passengers to our Lift Installation Contractor, Classic Lifts, who will attend to any lift entrapments under their warranty agreement.

Under no circumstances should untrained or unauthorised individuals attempt to access the lift shaft or car top to carry out a rescue. Only competent personnel employed by Classic Lifts are permitted to access these areas.

NHS Lothian staff involvement should be limited to following the established liaison process and interim responsibility flow charts.

3.0 Flowchart – Operational Hours (08:00 to 16:00 Monday to Friday)

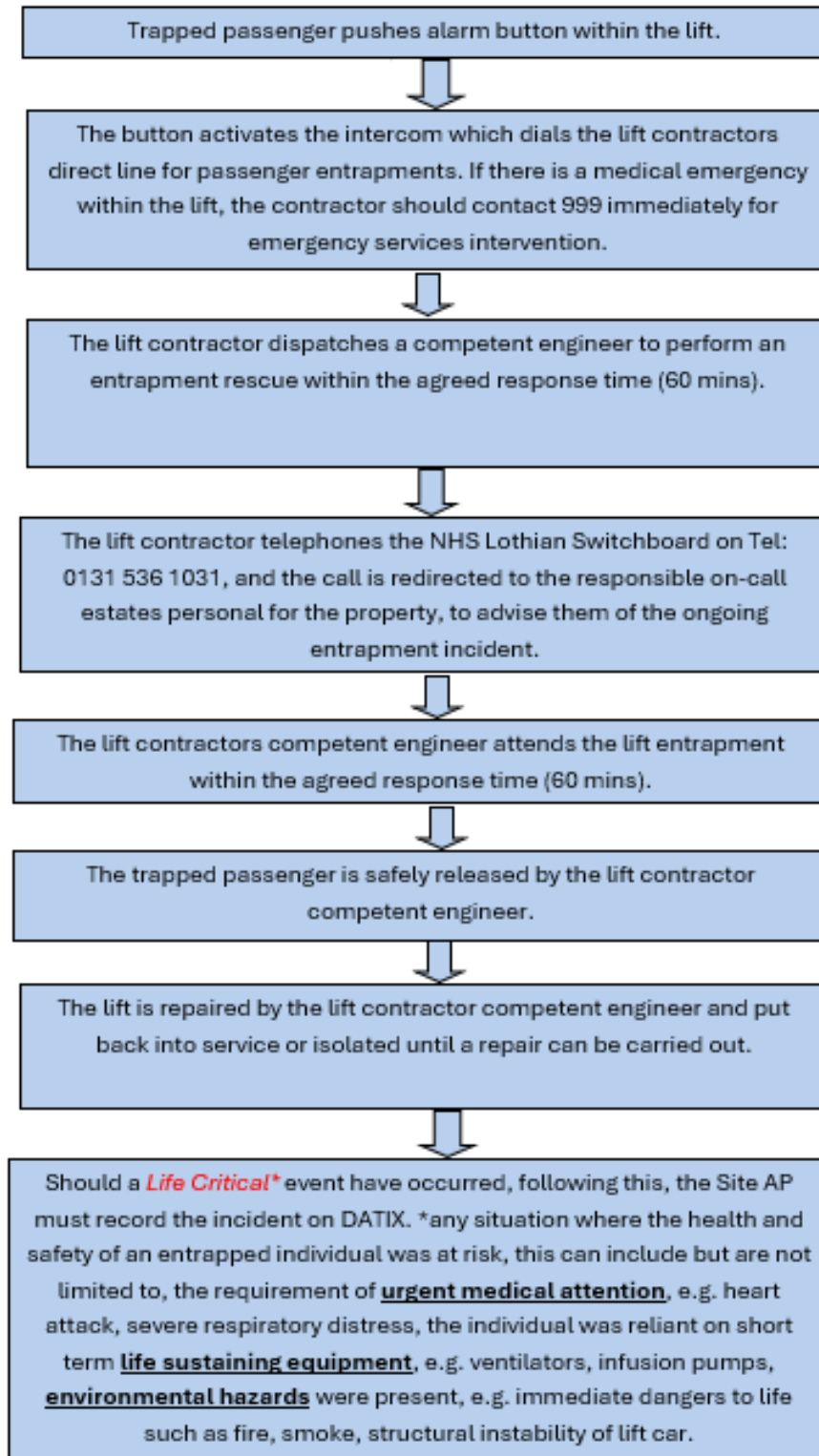


4.0 Flowchart – Out with Operational Hours

Evenings (16:00 to 08:00 Monday to Friday)

Weekends (16:00 Friday to 08:00 Monday)

Public Holidays (Listed on [HR Online](#))



5.0 References

[Health and Safety at Work Act 1974](#)

[Health Facilities Scotland SHTM 08-02: Specialist Services Lifts](#)

[Lifting Operations and Lifting Equipment Regulations 1998 \(LOLER\)](#)

6.0 NHS Lothian – Contact List

Switchboard		
Tel:	0131 536 1031	
Estates Helpdesk		
Tel:	0131 537 3333 (option 1)	
Hard FM Estates Department		
Sector	Area Manager	Lift Authorised Person(s)
East & Mid Lothian	Steven Greenan Steven.Greenan@nhs.scot	Steven Greenan Steven.Greenan@nhs.scot Gavin Davis Gavin.Davis@nhs.scot
Western General Hospital	Jamie Ramsay Jamie.Ramsay@nhs.scot	John Paul John.Paul@nhs.scot
Edinburgh Community	David George david.george@nhs.scot	David Murphy David.murphy@nhs.scot
West Lothian	Bob Stewart robert.stewart8@nhs.scot	Roberto Sanchez roberto.sanchez@nhs.scot

7.0 NHS Lothian Property List and Responsible Estates Manager

The NHS Lothian Property List and Responsible Estates Manager spreadsheet is located on the F drive.

F:\PAN-LOTHIAN FACILITIES\EAMS\Property List

8.0 Classic Lifts

8.1 Classic Lifts Contact List

Classic Lifts Points of Contact and Escalation

24/7 Call Out Number Tel: 0141 578 0330

Escalation Point 1 – W Coleman - 07701008541

Escalation Point 2 – D McColl – 07802338264

Escalation Point 3

Escalation Point 4

8.2 Classic Lifts Risk Assessments

[Risk and Method Statement](#)