



Maintenance & Management of Passenger Lifts

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Staff Summary

To ensure that all lifts are installed, serviced, and maintained in a manner that minimises risks to the health and safety of staff, clients, contractors and members of the public.

1.0 Introduction

- 1.1 Healthcare premises are dependent upon Lifts to provide an efficient, fast and comfortable vertical transportation service for the movement of clients, staff, visitors and ancillary service items.
- 1.2 Lifts are installed in a number of premises maintained by the Trusts Estates Department.
- 1.3 This Policy sets out the detailed requirements for the maintenance and safe operation of all passenger lifts serviced by the YAS estates Department. The Lifts will be maintained so that they do not present either a physical risk to persons using the lifts or a statutory compliance risk to the Trust.

2.0 Purpose/Scope

- 2.1 This policy provides an exemplar statement of how The Trust intends to manage the safe operation and maintenance of passenger Lifts within the Yorkshire Ambulance Service NHS Trust (YAS) premises and consequently discharge its duty in law as far as is reasonably practicable.
- 2.2 This Policy covers all Trust owned, leased or informally occupied premises, which can be solely occupied or shared with other organisations. Where properties are not fully owned by the Trust, each of the other organisations will be formally advised of the Trust's limits of responsibility and will be provided with sufficient and reasonable advice to ensure that the building owner or head lease holder maintains compliant systems.

3.0 Process

- 3.1 The Trust Board delegates overall responsibility for the management and control of passenger lifts to the Chief Executive.

The Chief Executive will:

- Ensure compliance with statutory legislation, Approved Codes of Practice and Department of Health requirements regarding lift safety.
- Ensure appropriate funds are available to carry out capital and revenue works.

In addition to their management obligations the Chief Executive is the Duty Holder on whom the Lift regulations impose a duty relating to safety. This responsibility is delegated to the Head of Facilities Management.

The prime objective is to create a safe working environment that ensure all Passenger Lifts in use in Trust premises are maintained and serviced at the correct frequencies by competent engineers.

3.2 **Head of Facilities Management (The Duty Holder)**

The Head of Facilities Management is responsible for:

- Scheduling regular maintenance and competent person's inspections at the appropriate frequencies.
- Notifying departments in advance to allow them to prepare for scheduled visit.
- Instigating any recommendations or repairs arising from the inspections.
- All Lifts are designed and installed by suitably qualified personnel and comply with the requirements of HTM 08-02 and other statutory legislation.
- All existing lifts shall be surveyed and reviewed annually to ensure that the minimum standards are achieved.
- All Lifts remain appropriate for the area they are designed for.
- When new equipment is accepted for use, full information as to its designated mode of operation together with maintenance procedures provided as part of the handover procedure. All new lifts shall be examined and tested in accordance with BSEN 81:1998 by a Competent Person.
- Standards applied during the design and installation of Lifts is not reduced during the operation and maintenance of the equipment and those records of maintenance activity and routine inspections are kept.
- All Service and Maintenance procedures shall conform to the principles set out in the Health Technical memorandums HTM 08-02

3.3 **Facilities Manager**

The Facilities Manager is responsible for:-

- The delegated scheduling of regular maintenance and competent person's inspections at the appropriate frequencies.
- The delegated notifying to departments, in advance, to allow them to prepare for scheduled visit.
- The delegated instigation of any recommendations or repairs arising from the inspections.

3.4 **All Staff**

All staff who use Passenger Lifts shall observe the following:

- Only use the lift for its intended purpose.
- Do not exceed the stated maximum number of passengers.
- Do not exceed the stated maximum load.
- Do not use the lift in the event of a fire alarm.
- Report any defects to the relevant Estates Department.

4.0 **Safe Systems of Work**

4.1 An operational plan covering emergencies should be in place to ensure that all emergencies are dealt with in a positive and well-rehearsed manner. Safe system of work shall be followed in the event of passengers being trapped in lifts.

4.2 Safe system of work shall be followed during weekly lift maintenance checks.

5.0 Planned Maintenance

5.1 The Estates Department shall have in place a regime covering all maintenance activities, including the need for planned preventative maintenance in accordance with HTM 08-02.

In all cases, the personnel given the task of carrying out the maintenance activities must be made aware of the safe practices to be adopted. They should be informed of the hazards to themselves and others that may occur if agreed procedures are ignored.

5.2 The following information shall be provided as required:

- General information regarding the operation of the plant together with a schematic diagram of the equipment and its distribution system.
- Specific information as to the details of those departments and/or personnel that should be informed prior to switching off or carrying out any maintenance activities.
- Specific information required for the safety of the personnel carrying out the service and maintenance activities.

5.3 Maintenance, inspections and tests will be undertaken by competent engineers to an agreed written scheme of maintenance for individual lifts. This shall include:

- Monthly safety inspections on elements such as emergency alarm and lighting systems
- Three monthly thorough examinations to the lift car, controls and guides.
- Bi - annual "insurance inspections" by independent surveyor.

5.4 In accordance with HSE and SAFED guidance, supplementary testing to lift controls will be performed as and when required by the Competent Person performing the thorough examination.

5.5 Monthly assurance checks limited to checking that the lighting, doors and emergency communication systems are operating correctly.

5.6 All maintenance, inspections and the like carried out on any lift is recorded and logged on an appropriate system in a format readily retrievable for audit purposes.

5.7 The results of any decisions made with regard to maintenance/servicing any lifts shall be documented and the resulting actions implemented through agreed procedures.

5.8 YAS Estates Department to ensure that any required specific measures are put in place to ensure continuing compliance with Health and Safety legislation.

5.9 Records relating to the maintenance, inspection and tests of lifts shall be maintained by YAS Facilities Manager.

6.0 Training expectations for staff

6.1 Training required to fulfil this policy will be provided in accordance with YAS Estates department Training Needs Analysis. Management of training shall be in accordance with YAS Support for Learning and Development Policy.

7.0 Implementation Plan

7.1 The latest ratified version of this Policy will be posted on the Trust Intranet site for all members of staff to view. New members of staff will be signposted to how to find and access this guidance during Trust Induction.

8.0 Monitoring compliance with this Policy

8.1 The basis for compliance with this Policy is that all installation, operations and maintenance of the Lift installations included in this Policy 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.

8.2 The YAS Estates Department is committed to ensuring that all Lifts are installed, inspected, serviced and maintained in accordance with all relevant legislation, to ensure that such equipment does not pose a health or operational risk to either staff, visitors or members of the public.

9.0 References

9.1 The main Standards and Legislation governing this policy are contained in, but not limited to:

- Lifting Operations and Lifting Equipment Regulations 1998
- The Lifts Regulations 1997
- PUWER 1998
- Health technical Memorandum HTM 08-02
- The Health and Safety at Work Act 1974
- The Regulatory Reform (Fire Safety) Order 2005
- Factories Act 1961 (as amended)
- Building Act 1984 and the Building regulations 1991 (including approved documents)
- Health Building Notes – NHS Estates
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- Construction (Design and Management) Regulations 2015
- Electromagnetic Compatibility Regulations 1992 and the Electromagnetic Compatibility (Amendment) Regulations 1994
- LG1 Guidelines

10.0 Property Portfolio (where lift installed)

- Springhill 1, Wakefield
- Springhill 2, Wakefield
- Callflex 4, Rotherham
- Fleet Europa, Sheffield
- Manor Mill Resource Centre, South Leeds
- Doncaster Ambulance Station

- Fairfield, York
- Logistics Hub, Telford (2 No)

11.0 Roles and Responsibilities

11.1 For this policy to be effective, it places responsibility on key stake holders and on all users of Passenger Lifts, namely:-

11.2 Chief Executive

The Chief Executive has overall responsibility for ensuring the effective implementation of this Policy.

11.3 Head of Department

The Head of Department has responsibility for ensuring that the Maintenance and Management of Passenger Lifts Policy is deployed effectively within their area of control, agreeing the strategy and future direction of the policy.

11.4 Nominated Persons

The Trust shall appoint the Head of Facilities Management as the Designated Person and Duty Holder. YAS Facilities Managers and Officers will be the nominated Approved Persons. These appointments will follow the requirements of HTM 08-02, they must have sufficient competence to assess the risks associated with maintaining lift safety, implementation of procedures and control measures to maintain and confirm compliance with the regulations.

11.5 Competent Person status will be the suitably trained contractor's staff engaged by the YAS Estates department to carry out Statutory and Mandatory maintenance.

11.6 External contractors shall be members of a recognised national body that sets training criteria and assesses and monitors competence of companies and individuals that work on Lift installation.