

## Procedure: lift Servicing and Testing

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## Procedure: lift servicing and testing

This document describes the council's current procedure for lift testing and maintenance. Its main objectives are as follows:

- Set out a clear approach for the maintenance and testing of lift equipment
- Ensure prompt, efficient and cost effective repair, servicing and inspection of lift equipment
- Ensure the council's legal compliance
- Promote good practice
- Ensure remedial works are carried out within appropriate timescales so that buildings remain safe and electrical installations are maintained to a high standard
- Detail a comprehensive lift inspection and monitoring system;
- Ensure adequate records and quality monitoring systems are implemented

### 1. Scope

1.1	<p>Typical installations and systems covered include;</p> <ul style="list-style-type: none"> <li>• Traction driven passenger lifts</li> <li>• Hydraulically driven passenger lifts</li> <li>• Fixed Stair and step lifts</li> <li>• Fixed electrically operated hoisting equipment</li> </ul> <p>This procedure covers testing, inspection and reporting of lift equipment. Lambeth will take specific account of any vulnerability or health and safety requirements during the prioritisation process for these works.</p>		
1.2	All lift equipment will be repaired, renewed, upgraded and tested in accordance with industry guidance and manufacturers' recommendations.		

## 2. Statutory framework

2.1	<p>The Health and Safety at Work Act 1974 and management of risk</p> <p>Owners of buildings that have lifts have duties under the <a href="#">Health and Safety at Work Act 1974</a> Section 4. Owners are expected to take reasonably practicable measures to ensure that the premises, including means of access or egress, including plant provided for use, are safe and without risk to health. Section 2 of the Act requires employers to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of their employees.</p> <p>Housing Management, in recognition of its duties, under the Health and Safety at Work etc. Act 1974, towards its tenants, employees, visitors, customers, contractors and members of the public, undertakes to protect people from harm when using lifts in council premises and to ensure that all lifts are; properly serviced, maintained, thoroughly inspected and tested at the appropriate intervals, and that adequate records are retained centrally on an IT system.</p> <p>The standard process for lift testing includes a fifteen per cent randomly generated post inspection regime to ensure compliance and for audit purposes.</p>		
2.2	<p><a href="#">Lifting Operations and Lifting Equipment Regulations 1998 (SI 1998 no. 2307)</a></p> <p><b><u>Thorough Examination and Inspection</u></b></p> <p><a href="#">Regulation 9 (1)</a> requires that before a lift is put into service for the first time it is thoroughly examined for any defect by a competent person.</p> <p><a href="#">Regulation 9 (3)</a> requires that lifts are:</p> <ul style="list-style-type: none"> <li>• thoroughly examined (by a competent person ) at least; <ul style="list-style-type: none"> <li>○ every 6 months for passenger lifts or</li> <li>○ 12 months for other lifts (e.g. goods lifts) or</li> <li>○ in either case, in accordance with an examination scheme; and</li> <li>○ each time that exceptional circumstances which are liable to jeopardise the safety of the lift.</li> </ul> </li> <li>• If appropriate for the purpose, are inspected by a competent person at suitable intervals between thorough examinations.</li> </ul> <p>to ensure that health and safety conditions are maintained and that any deterioration can be detected and remedied in good time.</p>		

	<p><u>Regulation 10, "Reports and defects"</u> requires that the competent person shall:</p> <ul style="list-style-type: none"> <li>• Notify the employer immediately of any defect which, in their opinion, could become a danger to persons</li> <li>• As soon as practical provide a report of the thorough examination.</li> </ul> <p>The report should normally be completed within 28 days or sooner to allow any defects to be rectified within the specified period.</p> <p>These reports will be arranged by the London Borough of Lambeth's Insurance Section as described in Regulation 9 (3) above.</p> <p><u>Regulation 11, "Keeping of information"</u> requires that copies of reports of thorough examination must be kept available for inspection for at least two years.</p> <p>Reports must be stored safely at the premises so that they are readily available to the relevant authority (HSE) should they request to see them. This information may be kept in hard copy form, stored electronically or on computer disk. Information on computer must be protected from unauthorised alteration and be able to provide a written copy when necessary.</p> <p>Where inspections are arranged by the London Borough of Lambeth's Insurance Section, copies of relevant reports will be supplied to the council's Technical Services department. If a report specifies any defects to be rectified Technical Services will ensure appropriate work is completed.</p>		
2.3	<p>The Safety Assessment Federation Ltd (SAFed) introduced its 'Guidelines to the thorough examination and testing of lifts' in 1998 . These SAFed Guidelines are not statutory but recognised as good practice by the HSE, which recommends their use. These examinations are in addition to the inspections described above.</p> <p>The Guidelines require that certain components are examined over and above a visual examination, at periodic intervals: yearly, five yearly and ten yearly. These are known as LG tests, which are classified as E1, E5 or E10 for electric traction lifts and H1, H5 or H10 for hydraulic lifts.</p> <p>Housing Management will ensure that these tests are carried out by a specialist lift engineer/contractor/term contractor. Where the LG report specifies a defect or recommends a repair or component replacement Lambeth will ensure the appropriate work is carried out</p>		

	Should a lift defect be such that it would likely endanger users, then the lift will be taken out of service until the identified defect is remedied.		
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### 3. Servicing and maintenance procedures

3.1	<p><b>Passenger lifts</b> Housing Management will employ one or more lift contractors to carry out servicing of all passenger lifts in the borough.</p> <p>For lifts servicing blocks of six or more stories maintenance visits shall occur twice in every calendar month. For buildings of five stories or less maintenance visits shall occur once per calendar month.</p> <p>Servicing and testing shall be carried out to the standard required by the contract conditions.</p> <p>Where a contractor discovers a fault which could pose a risk to safety, such as a defective safety edge, defective lighting or alarm system, the lift shall be taken out of service until the defect has been rectified.</p> <p>The contractor will supply service sheets for each visit made. These will record the date and time of the visit and will log any issues found with the equipment.</p>		
3.2	<p><b>Stair lifts and fixed electric hoists</b> Housing Management will employ one or more lift contractors to carry out servicing of all stair lifts/through floor lifts/fixed electric hoists which have been installed to aid vulnerable tenants.</p> <p>Servicing and testing of these items of plant will be carried out twice annually.</p> <p>Where a contractor discovers a fault that could pose a risk to safety, such as a defective safety circuit or alarm system, the plant shall be taken out of service until the defect has been rectified.</p> <p>The contractor will supply service sheets for each visit made. These will record the date and time of the visit and will log any issues found with the equipment.</p>		

### 4. Emergency release of passengers from immobilised lifts

3.1	The lift contractor/s will provide a 24 hour, 7 day a week emergency passenger release service.  It is Lambeth's long term aim to equip all of its passenger lifts with an alarm that features a system to automatically dial directly to their customer service centre. The service centre will inform the term contractor who will attend and release the passenger in no more than one hour.		
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## 5. SAFed testing regime

5.1	As detailed above the contractor will carry out the relevant SAFed test on each lift every year. The results of the tests will be supplied to the council.		
5.2	There will be a fifteen per cent randomly generated post inspection regime to ensure compliance.		

## 6. Monitoring and audit

This policy will be reviewed every year, or as and when there are changes to any legislation and national policy governing this area of work.

Revision	Date	Description of changes	Author
1.0	24 Sept 2016	Initial Release	G. Statham
1.01	12 Oct 2016	Document reviewed and comments inserted	P Scott
1.02	19 Oct 2016	Document modified to included comments	G. Statham
1.03	12 April 2017	Final grammar / spell check	P. Scott
1.04	9 May 2017	First draft CHS comments	J. Rogers
1.05	15 June 2017	Change style	L. Boardman
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