

Lift Rescue

1. Background

The occasions when Abbeyfield The Dales (ATD) residents, employees, visitors, and volunteers may become trapped within a lift, which could potentially put that person at risk, are very rare. ATD strive to provide and maintain safe and healthy working conditions, equipment and systems of work to all residents, employees, visitors, and volunteers, and to provide such resources, information, training and supervision as they need for this purpose. ATD aims to do all that is reasonably practicable to maintain and manage passenger lifts and to follow the steps laid out in the following policy to ensure residents, employees, visitors, and volunteers are safe.

2. Objectives

ATD is committed to providing services that enhance the quality of life for older people and developing services that will meet the needs of future generations. This commitment is based on the Mission and Values of ATD. ATD will also comply with all relevant and current legislation.

The aim of this policy is to:

- Set out the detailed requirements for the maintenance and safe operation of all passenger lifts serviced by ATD contractors under SLA's agreements.
- 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 ATD.

3. Scope

All employees, agency staff and volunteers working in Abbeyfield The Dales services; regional staff; staff based at head office.

This policy applies to Abbeyfield the Dales Limited and its corporate trustee responsibilities for registered providers Charles Edward Sugden Almshouses, and Frank Crossley's Almshouses, also for the non-registered provider The Pawson Cottage Homes, and its subsidiary Abbeyfield Court Limited.

4. Policy

4.1. Duties & Responsibilities

For this policy to be effective, it places responsibility on key stakeholders, and on all users of passenger lifts.

Key stakeholders include management; and is defined as the owner, occupier, employer, building managers, the Chief Executive (CE) or their appointed responsible contractor. They

are accountable for the premises and responsible for issuing or implementing a general policy statement under the Health and Safety at Work Act 1974.

ATD will, with the assistance of other relevant organisations, carry out audits and risk assessments of all its lift installations taking into consideration the following factors:

- 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;
- Accessibility in line with the equality act 2000;
- Risk to vulnerable passengers;
- Monitoring and review that all remedial actions have been undertaken; and
- Documentation is available to evidence compliance.

4.2. Training Requirements

The training required to fulfil this policy is the release of trapped passengers. This will be provided by a current specialist maintenance contractor provider in accordance with ATD's training and development procedures and will involve the Health & Safety Manager (HSM).

The training is required for Maintenance Management, Building Managers and maintenance staff. The authorised person lift management training will include BS:7255:2012 "Safe Working on Lifts" as the approved Code of Practice, LOLER & SAFed.

4.3. Entrapment of Passengers

On notification of an incident involving trapped passengers in a lift the ATD on-duty manager or maintenance team are to be contacted urgently and the following information must be provided:

- Property location;
- Lift identification/location; and
- Number of trapped passengers if known.

Reassurance should be given to all passengers and communications are to be maintained constantly until all the passengers are released. Senior care staff must be informed if a resident has been trapped in the lift. If it appears that any passenger could require medical attention, then the Ambulance Service/ Paramedics are to be called immediately, and be ready once the resident has been released.

If at any time ATD maintenance staff feel that it's un-safe to carry out the release of trapped persons they should not proceed. Instead, they should call out the approved lift contractor to carry out this task, or call 999 for the emergency services.

Following the release of trapped passengers, the lift is to be left isolated and locked off. The lift contractor is to be contacted (if they are not on site) to investigate, repair and return the lift to service.

5. Finance, Value for Money & Social Value

N/A

6. Supported Appendices

APPENDIX 1: Lift Rescue Procedure Flow Chart

APPENDIX 2: List of passenger lifts at properties.

7. Linked Policies

Health and Safety (HSF007)

8. Legislation/Regulation

Health & Safety at Work Act 1974

The Provision and Use of Work Equipment Regulations 1998 (PUWER) Electricity at Work Regulations 1989

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Control of Substance Hazards to Health Regulations 1994 (COSHH) The Lifts Regulations 1997

The Supply of Machinery (Safety) Regulations 2008

The Electromagnetic Compatibility Regulations 1992

The Building Regulations 2000, Approved Document M, 2006 Edition The Construction (Design and Management) Regulations 2007

The Disability Discrimination Act 1995

Reporting of Injuries Diseases and dangerous Occurrences Regulations 1996 Management of Health & Safety at work Regulations 1999

Control of Asbestos at work Regulations 1987

Electrical Equipment (Safety) Regulations 1994 Personal Protective Equipment Regulations 2002

Workplace (Health, Safety and Welfare) Regulations 1992

SAFeD Guidelines on the supplementary test of in-service lifts)

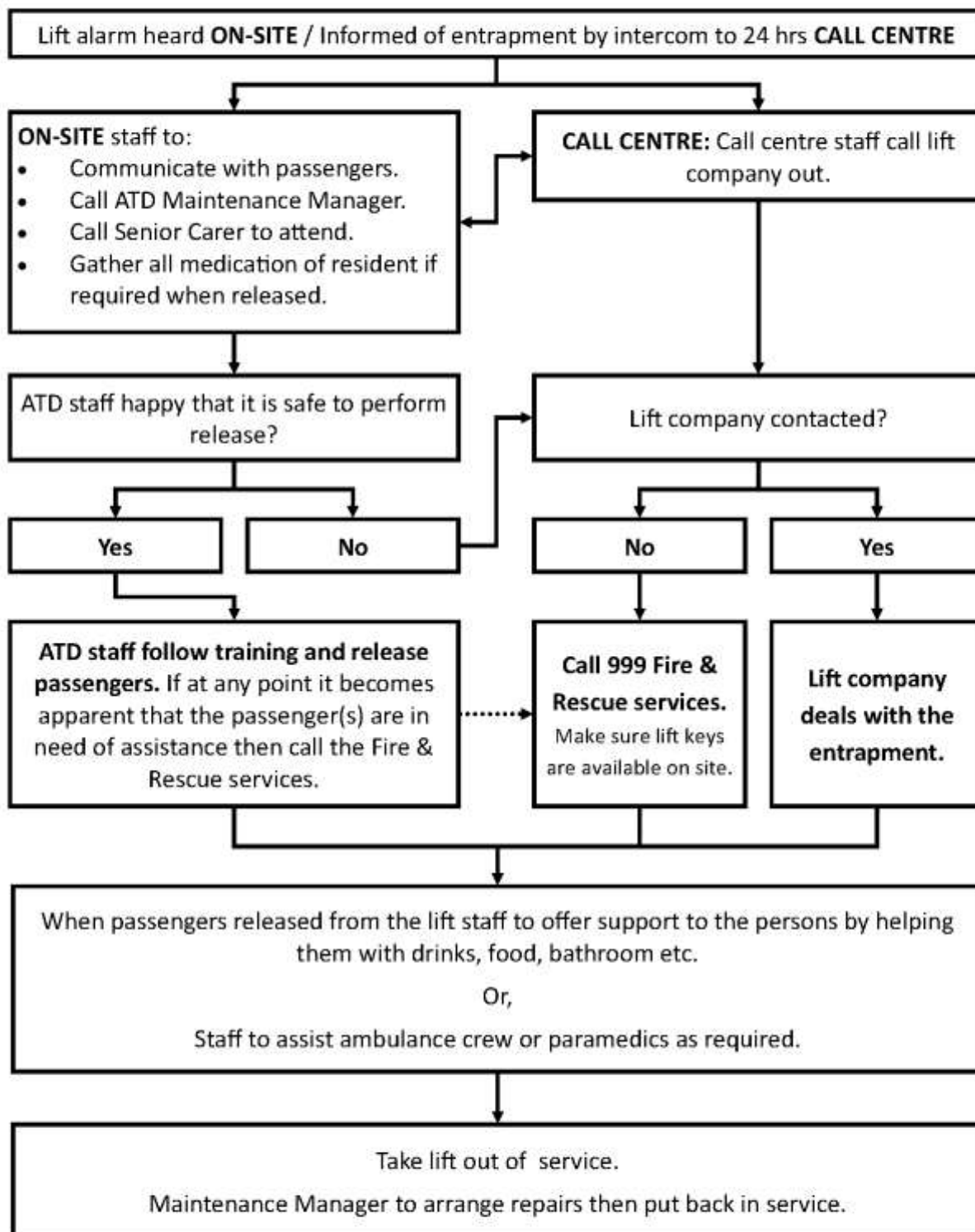
9. Review

Every 3 years, subject to any regulatory or legislative updates.

10. Procedure/Guidance

N/A

Lift Rescue Procedure Flow Chart



APPENDIX 2: List of passenger lifts at properties.

	Site	Location	Type	Description
1.	Grove House	12 Riddings Road, Ilkley LS29 9BF	1.Passenger x 2 2.Chairlift	Passenger
2.	Abbeyfield Court	Riddings Road, Ilkley LS29 9TJ	1.Passenger	Passenger
3.	Abbeyfield Lodge	Back Parish Ghyll Road, Ilkley LS29 9NU	1.Chairlift	Passenger
4.	Fern House	Fernbank Drive, Bingley BD16 4FA	1.Passenger x2 2.Passenger 3.Platform	Passenger
5.	The Beeches	Newfield Drive, Menston LS29 6JQ	1. Passenger 2. Passenger 3. Platform	Passenger
6.	Kirkview	92 Kirkgate, Shipley BD18 3LU	1.Passenger	Passenger
7.	Woodview	4 Dallam Road, Saltaire, Shipley BD18 4NH	1. Passenger	Passenger
8.	Abbeyfield House	Abbeyfield House, School Street Pudsey, LS28 8PJ	1.Chairlift	Passenger
9.	Abbeyfield House	Abbeyfield House, Harriet Street Burnley, BB11 4JH	1.Passenger	Passenger
10.	Abbeyfield House	Abbeyfield House, St Stephens Street, Burnley, BB11 3JA	1.Passenger	Passenger