

Customer Information - A Guide to Lift Ownership and Operation:

Overview

This guide summarises what you need to know and do as the owner and/or operator of a lift, in order to ensure its safe operation.

This document outlines the legal things you must know and do to meet with UK law; and identifies who is responsible and what they should do when it comes to owning and operating a lift. It also provides a simple checklist - which indicates what should be done to get the best out of your lift; and regular checks that should be done to ensure it is operating safely and efficiently.

Legal Requirements

There are more than 30 separate EN81 lift codes and standards related to the design of lifts which ensure new and modernised lifts are designed, manufactured and installed correctly.

There are a further 15 different pieces of legislation, regulation, code and guidance directly aimed at ensuring owners, operators and maintainers of lifts behave responsibly and safely when managing these assets throughout their operational lifetime.

This section describes the main statutes you must be aware of as they define your responsibilities as an employer or owner of work equipment.

The Health and Safety at Work etc Act 1974:

This is the primary piece of legislation covering occupational health and safety in the UK. This requirement is always relevant and requires that a building owner, operator or employer makes sure a workplace is safe for its employees, non-employees and any visitors using the building. This act also includes the requirement to ensure that any plant and machinery are properly maintained.

The Provision and Use of Work Equipment Regulations 1998 (PUWER98):

This regulation is principally aimed at employers and makes them responsible for ensuring any machinery or equipment their employees work on, or with - is safe. The machinery must be appropriate to the task, maintained regularly and its workers properly trained. Lifts qualify as work equipment and the Owner, or Facilities Manager, and the contracted Service Provider are all seen as employers - and so all have obligations under PUWER.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):

This regulation places a duty of care on employers, or anyone in control of an area of work, to formally report accidents that result in death or serious injury; specified diseases linked to types of occupational exposure; exposure to biological agents and carcinogens like asbestos and dangerous occurrences - which includes the failure of any load-bearing part of lifting equipment. The Building Owner, Facilities Management company and contracted Service Provider all have a duty under RIDDOR.

The Lifting Operations and Lift Equipment Regulations 1998 (LOLER):

LOLER is relevant to anyone who owns, operates or has control over lifting equipment, including passenger carrying lifts. This applies to any organisation whose employees use the lifting equipment,



whether they own it or not. Again the Building Owner, Facilities Management Company and Service Provider are all included within its jurisdiction. Where any lift is used to move people throughout a building, the LOLER regulations stipulate that they should have a regular (usually a minimum of twice per year) and thorough examination by a competent person. Insurance inspectors are normally deemed as this - but other specialists also meet this requirement.

The Safety Assessment Federation (SAFed):

SAFed is not a statutory or legal requirement, but a trade association for the independent engineering and certification industry. A competent person carrying out the regular, thorough examination can request that supplementary tests (as defined by SAFed) should be conducted where they have particular concerns. The SAFed guidelines to supplementary tests are supported by the Health and Safety Executive (HSE) and the UK Lift Industry Association (LEIA).

Who's Responsible?

There are often several different parties involved in the ownership and operation of lifts. This section outlines who the main parties are, and what responsibilities they each have, as sometimes it can be difficult to understand who is responsible for what.

The Building Owner:

As the owner of the building, you are the owner of all plant and equipment including any lifts in the building. UK Legislation identifies you as the Duty Holder by default, which means you are responsible for the safe and suitable use of the lifts, and for their receiving regular maintenance. You may choose to employ a Facilities Manager or similar function to act as the Duty Holder on your behalf, in which case they take on the responsibilities of that role. In residential buildings, a Resident's Association may be appointed as the Duty Holder, again assuming this responsibility.

In addition to employing a Facilities Manager or Service Provider, you may appoint a Lift Consultant. The Lift Consultant is often employed to help manage the activities of the Service Provider; but also provide longer term, strategic advice about the lift's lifecycle. The Lift Consultant has an obligation to provide safe, unbiased advice but their involvement does not absolve the Owner, Duty Holder, Facilities Manager or the Service Provider of their statutory responsibilities

Appointing a company or individual as the Duty Holder means you become an Employer, and therefore will have a duty of care under the Health and Safety at Work Act, PUWER, LOLER and RIDDOR.

The Facilities Manager:

Being employed typically by the Owner, you are appointed to manage the day-to-day operation of the building, including the lifts. This means legislation identifies you as the Duty Holder responsible for ensuring the safety of the lift; and applies both for those who travel in it and those who work on it. It is normal practice to appoint and manage a specialist lift Service Provider to maintain the lift regularly and repair it when it breaks down. The Safety Assessment Federation (SAFed) recommends you keep evidence of the Service Provider's work. These records should provide reports on the lift's regular maintenance; any breakdowns attended or repairs conducted; and all the thorough



examinations that have been completed. This reporting is important because safety authorities like the HSE may require these records to explain how you have discharged your responsibility as a Duty Holder. Through appointing a Service Provider you automatically become an Employer; and therefore, like the Owner, you will have a Duty of Care under the Health and Safety at Work Act, PUWER, LOLER and RIDDOR

The Service Provider:

The Lift Service Provider is typically employed by the Owner, or their Facilities Manager, to maintain the lift and ensure it operates safely and correctly. Service Agreements may also include obligations to respond to breakdowns; provide spare parts; work outside normal office hours or to be measured against Key Performance Indicators. The Service Provider must ensure that your engineers are qualified to work on lifts; that they do so safely and will never put the lift-users at risk. You must maintain records and provide evidence of regular service visits, breakdowns, repairs and full examinations - and provide these to your Employer. The requirements of the Health and Safety at Work Act, PUWER, LOLER and RIDDOR also apply to you; as do the specific lift codes and the terms of your contract.

Simple Lift Checklist

These checks can easily be conducted from within the building. *Do Not Attempt To Access the Pit, Car Top or Machine Room unless fully qualified or under the supervision of a qualified, competent person.*

Inside Lift Car: -

- Condition of the interior finishes
- Car lighting is operational and light level is suitably bright
- Emergency telephone operates correctly - your location is correctly identified and voice announcement is audible
- Car buttons are in good condition; they operate and illuminate when pressed
- Lift indicator screen illuminates and displays correct information
- Lift moves smoothly, quietly and levels accurately
- Doors operate smoothly and safety edge or detector works correctly
- No excessive gaps between doors and architrave
- If the lift has Fireman's operation – does this operate correctly?

On each landing check: -

- Condition of the landing doors and architraves
- No excessive gap between landing doors and architrave
- Landing push button is in good condition; operates and illuminates when pressed
- Landing indicator illuminates and displays the right information and car arrival chime, gong or announcement is audible
- Doors operate smoothly and quietly
- Door sills are clean and free from debris

With your Service Engineer or competent person check: -

- Is a safety barrier available and deployed?
- Is shaft lighting fully operational?
- Condition and cleanliness of the pit floor
- Condition and cleanliness of the car top
- Is the top of car lighting fully operational?
- Are Lift Machine Room doors locked and notices in place?
- Is Lift Machine Room lighting fully operational?
- Is the Lift Machine Room clean and tidy with equipment guarded; and the lift controller cabinet locked with main isolators lockable?
- Are Service records available? - i.e. Maintenance log card per lift, operation and maintenance manual per lift, electrical drawings, insurer's examination reports

Classic Lifts Limited have a wide experience and understanding of the different types of lifts and technologies supplied by all major lift manufacturers in the UK Market. This deep knowledge and experience ensures we can provide a range of maintenance and repair solutions to exactly suit different customer requirements.

Our Regional Offices are at your disposal to answer any questions on the above, and support any enquiries you may have. Our Technical Directors are also on hand to provide detailed, expert information and technical support on lift systems and service.

We offer equipment surveys and detailed audits to provide Lift Owners and Facility Management companies with service solutions, full condition reports and improvement recommendations to extend the operating life of their lifts. If you have any lift service requirements, please contact your local Regional Office.

Established in 1990, Classic Lifts Ltd is a UK-based, independent lift company that provides professional lift maintenance, repairs, modernisations and new installations across the UK.

