

Area/Activity Assessed	Passenger Lifts	Date Completed	23.01.24
		Review Date	23.01.25
Assessment Completed By	Keith Wilkinson (NEBOSH and NEBOSH Fire)	Person(s) Consulted	Rob Beard (Site Manager – Jayne Ecclestone (Finance Manager)

Persons Exposed	Employees	<input checked="" type="checkbox"/>	Contractors	<input type="checkbox"/>	Young Person	<input checked="" type="checkbox"/>	Expectant Mother	<input type="checkbox"/>	Visitors and/or Public	<input type="checkbox"/>	Trespassers	<input type="checkbox"/>
Frequency of Exposure	Continually	<input type="checkbox"/>	Hourly	<input type="checkbox"/>	Daily	<input checked="" type="checkbox"/>	Weekly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>	Yearly	<input type="checkbox"/>
Duration of Exposure	Less than 1hr	<input type="checkbox"/>	1-2 hrs	<input type="checkbox"/>	3-4 hrs	<input type="checkbox"/>	5-6 hrs	<input type="checkbox"/>	7-8 hrs	<input type="checkbox"/>	More than 8 hrs	<input checked="" type="checkbox"/>

Probability	5= Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely	Low	0-8	Low risk no action required
Severity	5= Catastrophic, 4= Major, 3= Moderate, 2= Minor, 1= Insignificant	Medium	9-15	Medium risk ensure adequate controls are in use
		High	16-25	High risk stop operation and implement adequate control measures

No	Hazard	Existing Control Measures	Residual Risk			Additional Control Measures
			Severity	Probability	Risk	
1.	Failure of equipment	<ul style="list-style-type: none"> Regular inspections carried out by external company. 12 monthly certificates issued from insurer. The lift cannot be used in the event of a fire. 6 monthly inspections of lift. Fixed electrical installation inspected. 	5	1	5	
2.	Fire	<ul style="list-style-type: none"> All lifts not to be used in the event of a fire emergency as no lifts on site are fire lifts. DO NOT use lifts in the event of a fire signage is in place on all lifts. Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005. The assessment considers the provision of preventative measures, means of raising the alarm, staff training and provision of firefighting equipment. 	5	1	5	<ul style="list-style-type: none"> Advise that signage is put into place on all lifts across the site to highlight not to use lifts in the event of a fire.

No	Hazard	Existing Control Measures	Residual Risk			Additional Control Measures
			Severity	Probability	Risk	
		<ul style="list-style-type: none"> All alarm and emergency lighting systems are maintained by appointed competent contractor. Smoking prohibited in the building in line with current legislation. Fire alarm and detection present. 				
3.	Defective Lift Line	<ul style="list-style-type: none"> The lift will not be used by anyone classed as a lone worker (Caretakers and Cleaners etc). The Lift will not be used by staff members or pupils that may need instant access to prescribed medication. Expectant mothers should also be prohibited from using the lift. The lift will only be used during the day if there is no alternative way of working. Where there is no alternative way of working, the member of staff will report to reception and informs them that they will be using the lift. When the staff member has exited the lift, they are then to contact / call reception again. A fully charged mobile phone must be carried by anyone using the lift. In the event of a breakdown – The school will contact the lift engineer. 	3	2	6	

ACTIONS ARISING FROM THE RISK ASSESSMENT

Hazard number	Risk Rating	Who will be responsible for the additional control measures? Name(s)	When will the actions be complete?	Date complete and any comments or note
2	Low	Site Team / Responsible Person	3 Months	

Acknowledgement

The following members of staff have read this risk assessment.
Their signatures are confirmation that they have read and understood all which is within its contents.

Name	Signature	Date	Name	Signature	Date