

## LIFT POLICY

### Non-clinical Policy

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<b>Approving Body</b>	Estates Governance Committee		
<b>Date Approved</b>	12/05/2023		
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	<b>YES</b>	<b>NO</b>	<b>N/A</b>
			X
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<b>Date of Completion of Equality Impact Assessment</b>	10/05/2023		
<b>Date of Environmental Impact Assessment (if applicable)</b>	10/05/2023		
<b>Legal and/or Accreditation Implications</b>	The Health and Safety at Work Etc Act The Electricity at Work Regulations The Lifting Operations and Lifting Equipment Regulations (LOLER) The Provision and Use of Work Equipment Regulations (PUWER)		

<b>Target Audience</b>	<ul style="list-style-type: none"> <li>• All parties with a responsibility for Lifts</li> <li>• CEO</li> <li>• Trust Board Directors</li> <li>• Risk Committee</li> <li>• Health and Safety Committee</li> <li>• Estates Governance Committee</li> <li>• Director of People</li> <li>• Departmental Managers</li> <li>• All Trust staff (via the intranet)</li> <li>• Project Co (CNH)</li> <li>• Skanska Facilities Services</li> <li>• NHS Property Services</li> <li>• Medirest</li> </ul>	
<b>Review Date</b>	12/05/2026	
<b>Sponsor (Position)</b>	Associate Director of Estates & Facilities	
<b>Author (Position &amp; Name)</b>	Senior Hard FM Manager	
<b>Lead Division/ Directorate</b>	Estates & Facilities	
<b>Lead Specialty/ Service/ Department</b>	Estates & Facilities	
<b>Position of Person able to provide Further Guidance/Information</b>	Senior Estates Manager & Authorising Engineer (Lifts)	
Associated Documents/ Information		Date Associated Documents/ Information was reviewed
1. Control of Contractors Policy. 2. Electrical Safety Policy.		16 February 2022 5th May 2022
Template control		June 2020

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## **1.0 INTRODUCTION**

This policy is issued and maintained by the Associate Director of Estates & Facilities (the sponsor) on behalf of Sherwood Forest NHS Foundation Trust (herein known as the Trust), at the approval date defined on the front sheet, which supersedes and replaces all previous versions.

The Trust is responsible for ensuring the health, safety and welfare of its employees, patients and others on its premises relating to the safe use of lifts. This commitment is demonstrated through compliance with all regulations, statutory requirements, codes of practice and guidance in all premises for which it is responsible. The lifts are to be maintained and serviced so that they do not present either a physical risk to persons using the lifts or a statutory compliance risk to the Trust.

The Health and Safety at Work Etc Act 1974 places a duty on the Trust to ensure that all equipment, plant, and machinery is adequately maintained in a safe condition so as not to present a risk to its employees or other persons.

The Electricity at Work Regulations 1989 further extend the Act placing a duty on employers (Directors, Managers and Heads of Service) to ensure that all electrical equipment and electrical supply systems are maintained in a safe condition and that only competent persons are permitted to work with, repair or maintain electrical systems or apparatus.

The Electricity at Work Regulations applies to all places of work and to electrical systems at all voltages.

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) require that thorough inspections are carried out at six monthly intervals and a report issued.

The Provision and Use of Work Equipment Regulations 1998 (PUWER) require that equipment at work is maintained, inspected and suitable for use.

The primary objective of this policy is to ensure a robust management system for the effective control of Lifts and their systems throughout the Trusts premises, to minimise the risk of causing harm to patients, visitors, contractors, staff, and property.

## 2.0 POLICY STATEMENT

This policy sets out the management approach to be adopted by the Trust and Project Co, (the Trusts PFI Partner), herein known as Central Nottinghamshire Hospitals PLC (CNH) (services provided by Vercity Ltd), and the Project Co Hard FM service provider (herein also known as Skanska) for operating, inspecting, and maintaining the Lifts on the Trust's premises.

The PFI Partners for the Trust complete all maintenance of Lifts and their systems across the various properties the Trust occupy or own (This includes Mansfield Community Hospital).

The Trust recognises it still has a duty of care to ensure these Lifts are being managed appropriately.

The Trust will establish the conditions whereby the use of both Lifts and equipment connected to the Lift installation will, so far as is practicably, be adequately controlled in all activities to ensure the health and safety of those potentially affected.

This policy will aim to ensure that the risks to staff and others from exposure to hazards at work are adequately controlled and that all Lifts and their systems are maintained to a high standard by performing in-service inspection and testing.

This policy should also be read in conjunction with local Standing Operational Procedures (SOP) and the safe systems of management that they describe, for working and managing these systems on a day-to-day basis.

## 3.0 DEFINITIONS/ ABBREVIATIONS

The Trust:	This means Sherwood Forest Hospitals NHS Foundation Trust.
Staff:	Means all employees of the Trust including those managed by a third-party organisation on behalf of the Trust.
Private Finance Initiative (PFI):	The initiative under which the Trust has entered into an agreement with partners to build and provide certain services such as Planned Preventative Maintenance (PPM) at its hospitals.
PFI Project Agreement:	The agreement or contract between the Trust and partners for the building of the new hospital buildings and the provision of a facilities management services.
Project Co (CNH / Vercity):	This is the term used for the Central Nottinghamshire Hospitals PLC or CNH (Vercity). It is the organisation appointed by the PFI Funder who built the new hospital buildings, provide facilities services, and then manage these facilities for the life of the contract, at which time they are then handed back to the Trust

Skanska Facilities Services (Skanska):	This is the organisation and service provider appointed by Project Co to provide Hard facilities management services including estates and maintenance functions.
Schedule 14 (SLS)	Service Level Specifications, the part of the PFI Project Agreement mainly concerned with the facilities management services provided by Project Co through their subcontract with Skanska.
Schedule 22 (Trust Variation Enquires = TVE's)	Variations the part of the PFI Project Agreement mainly concerned with Trust variations enquiries regarding the PFI contract
Low Voltage (LV):	A voltage exceeding 50v AC or 120v DC between conductors or earth, but not exceeding 1000v AC or 1500v DC between conductors or 600v AC or 900V DC between any conductor and earth.
Electrical Equipment:	Anything used, intended to be used or installed for use, to generate, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use electrical energy.
Mansfield Community Hospital (MCH):	NHS Property Services (NHS PS) are the owners of the MCH site and have a responsibility as a duty holder. SFH NHS Foundation Trust occupies certain areas of the building to provide services to the local community. Maintenance, servicing, and repairs through Skanska are provided via the PFI agreement.
LOLER:	Lifting Operations and Lifting Equipment Regulations. These regulations govern all activities concerned with the operation, inspection, and use of lifting equipment, including Lifts.
PUWER:	Provision and Use of Work Equipment Regulations. These regulations require that equipment provided for use at work is suitable for the intended use, maintained in a safe condition, and inspected at suitable intervals and in certain circumstances.
Hydraulic Lift:	Permanently installed lifting equipment, serving defined landing levels, having a car designed for the transportation of passenger or persons and goods, suspended by jacks, ropes or chains and moving in guide rails inclined not more than 15 degrees to the vertical.

MRL Lift:	Machine–room-less Lift. Passenger lift that does not require a separate machine room and where the machine is generally located in the lift shaft and the control panel is integrated into the wall or architrave on the top-level landing.
Traction Lift:	Electrically powered cable operated lift driven by steel ropes rolled over a pulley and balanced by a counterweight.
Fire fighting Lift:	A lift designed to have additional fire protection, with IP65 protection to the lift equipment, with two sources of supply, with controls that enable it to be used under the direct control of the fire and rescue service when fighting a fire.
Escape or Evacuation Lift:	A passenger lift protected in accordance with HTM 05-03 Part E – Escape lifts to enable it to be used to safely transport staff' patients and visitors to the ground storey in the event of a fire.
Machine Room:	A room in which a lift machine or machines and or the associated equipment are located on a Hydraulic or Electric traction lift.

## 4.0 ROLES AND RESPONSIBILITIES

This section details the general responsibilities of all relevant persons and groups. A 'Management Structure and Lines of Communication map' showing responsibility structure is appended to this policy (See Appendix 1).

The Trust and its partners all have responsibilities as duty holders to ensure they maintain the safety of the Lifts in all its premises. Below the responsibilities are defined for each role within the Trust and its partners. \*NOTE\* All formal appointments shall use the standard format HTM appointment documentation.

### 4.1 - Trust Board

The Trust Board, through The Chief Executive (who is the Accountable Officer), has overall responsibility for Health and Safety within The Trust, and as so carries the ultimate responsibility for providing a safe and appropriately functioning environment for patient care.

### 4.2 - Collective Responsibilities (Policy & Procedures)

The Trust and its PFI partners all have responsibilities as duty holders to ensure they maintain the provision of Lift safety. Each key party of the PFI scheme (Trust, Project Co, and Skanska) has relevant responsibilities to develop, implement, manage, and monitor the safety and quality and resilience of these key systems. This is undertaken both through policies and procedures that reflect each party's respective responsibilities as responsible partners.



The 'principal' duties and responsibilities of the key appointments are highlighted below: -

#### 4.3 - Trust Duty Holder (DH Lifts)

The Chief Executive is the statutory Duty Holder. The Duty Holder and the Board have overall responsibility for Health and Safety within The Trust, including Lift safety. They shall appoint in writing the Trust Designated Person (DP Lifts).

#### 4.4 - Trust Designated Person (DP Lifts)

The Trust Associate Director of Estates & Facilities is the Trust Designated Person (DP Lifts), who is the Appointed Board Level Executive responsible for the safety of Lifts. Under the direction of the Chief Executive, they are responsible for the organisational arrangements, which will ensure that compliance with standards is achieved and that where problems occur, they are identified and resolved with minimum risk to employees, patients, or members of the public. They shall appoint in writing the Trust Senior Operational Manager (SOM Lifts).

#### 4.5 - Trust Senior Operational Manager (SOM Lifts)

Is the Senior Estates Manager who is appointed in writing by the Trust Designated Person (DP Lifts), they fulfil the appointed Senior Operational Management (SOM Lifts) role, under the direction of the Trust Designated Person (DP Lifts) and as such, have responsibility for co-ordinating resources, ensuring the policy is reviewed, ratified, and implemented.

The Senior Estates Manager (SOM Lifts) will be responsible for notifying Skanska, via Project Co, in advance of any works on any of the Lift systems initiated by the Trust if undertaken outside of the formal PFI variation process.

For changes on the site covered by the PFI Variation process (TVE) i.e., works undertaken by Project Co, the PFI variation process will cover off notification to Project Co of new systems to be added to the scheme of control. The Trust will ensure that its directly employed contractors comply with Project Co (Skanska) permit procedures.

#### 4.6 - Trust - Other Professionals (i.e., Estates Development / Capital planning / Strategy / Projects).

Capital Project Officer / Managers will consult with the appointed external specialist with respect to electrical capacity and Lift compliance as follows:

- All new and altered Lifts shall comply with the requirements of the latest HTM's.
- All new and altered Lifts shall comply with the requirements of this policy, all current regulations, and all guidance.
- All new and altered electrical systems shall comply with the requirements of the latest HTM's.
- All new and altered electrical systems shall comply with the requirements of this policy, all current regulations, and all guidance.
- The specification and the consulting engineer's competence and interpretation of the requirements.
- The contractor's competence and their interpretation of the requirements.
- The engineer's competence and interpretation with respect to site conditions, the existing and new installation and commissioning requirements.
- The Clerk of Works competence and interpretation of the requirements.



#### 4.7 - Trust - Independent Authorising Engineer (AE Lifts)

This independent engineer contracted by the Trust, they will be suitably qualified in accordance with the requirements of the latest HTM's and shall have specialist detailed knowledge of all the systems on each site.

#### 4.8 - Trust – Lift Warden (LW Lifts)

A Lift Warden is a person appointed in writing by an AP Lifts to assist in the evacuation of occupants during emergency evacuation by using an escape or evacuation lift. There are three types of lift warden:

- Lift Warden (Floor)
- Lift Warden (Control) and
- Lift Warden (Car)

Every Lift warden should be trained to be able to fulfil all the three types detailed above. Training in the use of the appropriate equipment shall be delivered by an Skanska AP Lifts in conjunction with the Trust specialist Fire Safety Adviser in relation to the emergency evacuation duties.

This training should consider the description of the operation of the lift and its features as described in the lift owner's manual provided for each new lift (see HTM 05-03 Part E – 'Escape lifts' for full details).

#### 4.9 - Project Co - Duty Holder (DH Lifts)

Project Co is not an employer and therefore does not have duties under Section 2 and 3 of the Health and Safety at Work etc Act, the Management of Health, and Safety at Work Regulations or the Control of Substances Hazardous to Health Regulations.

Project Co has entered into sub-contract agreements with Skanska in respect of the provisions of service and its obligations under the PFI agreement with the Trust. Skanska is an employer and has duties under the above requirements.

Project Co does however have duties under Section 4 of the Health and Safety at Work Act to take such steps as are reasonable to ensure, so far as is reasonably practicable, the premises over which it has control are safe.

As such Project Co is a "Duty holder" for the purposes of both this policy and Section 4 of the Health and Safety at Work Act in relation to those matters for which it is responsible under the PFI agreement with the Trust.

Project Co Executive or the PFI Funders shall appoint in writing a Project Co Designated Person (DP Lifts).

#### 4.10 - Project Co - Designated Person (DP Lifts)

The General Manager for Project Co is the Project Co Designated Person (DP Lifts) they shall be appointed in writing by the Project Co Duty Holder (DH Lifts). They shall have responsibility for compliance with this policy document.

#### 4.11 - Skanska - Duty Holder (DH Lifts)

The Skanska Chief Executive is the statutory Duty Holder. The Duty Holder has overall responsibility for Health and Safety within Skanska, including Lift safety. They shall appoint in writing the Skanska Designated Person (DP Lifts).

#### 4.12 - Skanska - Designated Person (DP Lifts)

The General Manager for Skanska is the Skanska Designated Person (DP Lifts) they shall be appointed in writing by the Skanska Duty Holder (DH Lifts).

The Skanska Designated Person (DP Lifts) has responsibility for ensuring that suitable information, instruction, and training is provided to the Skanska Authorised Person/s (AP Lifts) & Skanska Competent Persons (CP Lifts) and formally appoints each. Ensure any risk assessments remain current and are reviewed and updated as required.

The Skanska Designated Person (DP Lifts) shall inform the Trust DP and Project Co DP when system non compliances / deficiencies are found. They shall appoint in writing the Independent Skanska Independent Authorising Engineer (AE Lifts).

#### 4.13 - Skanska - Independent Authorising Engineer (AE Lifts)

This independent engineer contracted by Skanska will be suitably qualified in accordance with the requirements of the latest HTM's and shall have specialist detailed knowledge of all the systems on each site.

The Skanska Independent Authorising Engineer (AE Lifts) will be responsible for:

- Having specialist knowledge of all the Lifts and their systems on SFHFT occupied premises, in particular the systems for which an Authorised Persons (AP Lifts) will assume responsibility for on appointment.
- Determining the required number of AP Lift's and performing regular assessments of all Authorised Person (AP Lifts) before recommending to all Designated Persons (DP Lifts) either that the person can proceed to written appointment or requires further training.
- To ensure that all Authorised Persons (AP Lifts) are fully supported and have satisfactorily completed all appropriate training courses and that all training is documented.
- To ensure that all Authorised Persons (AP Lifts) are re-assessed every three years and have attended a refresher or other relevant training course prior to such re-assessment.
- To conduct an annual audit of all lifts and review of the operational management systems of the Lifts including Permit to Works, SOP's and all relevant processes and procedures. The audit shall be submitted annually for review to all Designated Persons (DP Lifts), Senior Operational Manager (SOM Lifts) and Partners for review in a timely manner.
- Review of written procedures and operational policies as well advising on changes in law, guidance, and technology.
- To assist the Authorised Person (AP Lifts), when required, with monitoring the implementation of the Lift Policy, Electrical Safety Policy, and associated SOP's.

The AE role shall be kept totally independent of organisations submitting potential Authorised Persons (AP Lifts) for assessment.

#### 4.14 - Skanska - Authorised Persons (AP Lifts)

Estates Officers employed by Skanska will be appointed as Skanska Authorised Persons (AP Lifts) they shall be appointed in writing by the Skanska Designated Person (DP Lifts) following successful assessment by the Skanska AE Lifts. All Skanska AP Lifts have the responsibility for the day-to-day operational management and safe systems of work on all Lifting systems on SFH Trust's premises.

Skanska AP Lifts are responsible for the practical implementation and operation of this policy and the systems & installations for which it has management control of this includes known dangers for which the Skanska AP Lifts have been appointed to manage.

More than one Skanska AP Lifts may be appointed for a system or installation but, at any one time, only one Skanska AP Lifts shall be the "duty AP" Lifts on site. Each transfer of responsibility between Skanska AP Lifts is to be recorded in the respective Lift logbook as appropriate.

Skanska AP Lifts are responsible for the appointment in writing of the Competent Person (CP Lifts) insurance inspectors; Competent Person (CP Lifts) lift service engineers, Lift Release Wardens (LRW Lifts), Lift Wardens (LW Lifts) and Lift Stewards (LS Lifts).

Skanska AP Lifts are responsible for ensuring the respective Competent Persons (CP Lifts), lift release wardens (LRW Lifts), lift wardens (LW Lifts) and lift stewards (LS Lifts) remain current and up to date with their appointments, regular assessments and all required training and certification.

Skanska AP Lifts must ensure that before any person works on the Lifts, the person carrying out the work has been suitably assessed and appointed as a Competent Person (CP Lifts) and an electrical Competent Person Low Voltage (CP LV) where necessary, that they are suitably qualified, experience, knowledgeable and deemed competent to carry out the work, and that any test equipment used is maintained in good condition and has valid calibration.

Where any defects, dangerous practices, dangerous and/or unusual occurrences are experienced; the Skanska AP Lifts must immediately report these to all DP Lifts, the SOM Lifts, and the Skanska AE Lifts, to also be confirmed in writing via a detailed incident report (IR) as soon as reasonably possible.

Skanska AP Lifts are responsible for obtaining regular monthly condition-based and reliability-based assessments of the lifts to be used to apply the necessary and required levels of maintenance and repairs to avoid unnecessary failures and break downs.

Skanska AP Lifts shall carry out all duties as detailed in the latest version of the HTM's. Adequate numbers of Skanska AP Lifts shall be available to attend site 24 hours a day / 7 days a week and shall ensure adequate cover is provided to cover for sickness, annual leave, etc.

Skanska AP Lifts are responsible for overseeing and ensuring the correct completion of the daily duties carried out by the Skanska Lift Stewards (LS Lifts).

Skanska AP Lifts are responsible for providing training and support to all Lift Wardens and to provide and supervise the annual lift release refresher training exercises involving Lift Release Wardens (LRW Lifts) and to arrange the 3-year formal training for all LRW Lifts.

Skanska AP Lifts shall issue/cancel Permits to Work forms as prescribed in the HTM series of documents.

#### 4.15 - Skanska - Competent Persons (CP Lifts)

A Competent Person (CP Lifts) is a person, suitably trained and qualified by knowledge and practical experience, and provided with the necessary instructions to enable the required work to be carried out safely.

It is unlikely that any other staff will have the necessary practical experience and theoretical knowledge to carry out the servicing and maintenance role and this would normally be carried out by a specialist Lift contractor employing specialist Lift Service Engineers who should be appointed in writing as a Competent Person (Lifts).

The Statutory Insurance Inspections should be carried out at regular intervals in accordance with the type of Lift and the examination scheme drawn up by an Insurance Inspector who should also be appointed in writing as a Competent Person (Lifts).

Specialist Lift contractors appointed by management should only use trained and competent persons to carry out the maintenance of lifts. If this person is to carry out electrical work on the electrical supplies to lifts, they will also need to be authorised to carry out this work by a Skanska Electrical Authorised Person Low Voltage (AP LV).

All Competent Persons (CP Lifts) shall be formally appointed in writing and work under the control of a Skanska Authorised Person (AP Lifts). Competent Persons (CP Lifts) shall carry out all works in accordance with this policy, latest HTM's, current legislation, current guidance, manufacturers requirements, and PPM schedules.

All Competent Persons (CP Lifts) shall be highly skilled specialists and shall have sufficient technical knowledge of the installation, inspection, testing and / or maintenance of Lifts and their associated electrical systems.

Any non-compliance discovered by a Competent Persons (CP Lifts) shall be repaired if possible and immediately reported to a Skanska Authorised Person (AP Lifts) with full details of the issues and actions taken.

All Competent Persons (CP Lifts) shall always use safe systems of work, safe means of access and the personal protective equipment and clothing provided for their safety.

#### 4.16 Skanska - Lift Steward (LS Lifts)

A Lift Steward (LS Lifts) is a person appointed in writing by an Authorised Person (AP Lifts) to undertake daily testing of the emergency call systems in all passenger lifts and other simple daily monitoring and checks of the lifts to ensure their correct and safe operation.

#### 4.17 - Skanska - Lift Warden (LW Lifts)

A Lift Warden (LW Lifts) is a person appointed in writing by an Authorised Person (AP Lifts) to assist in the safe evacuation of occupants during emergency evacuations by using an escape or evacuation lift. There are three types of lift warden:

- Lift Warden (Floor)
- Lift Warden (Control) and
- Lift Warden (Car)

Every Lift warden should be trained to be able to fulfil all of the three types detailed above. Training in the use of the appropriate equipment shall be delivered by an SFS Authorised Person (Lifts) in conjunction with the Trust specialist Fire Safety Adviser in relation to the emergency evacuation duties.

This training should consider the description of the operation of the lift and its features as described in the lift owner's manual provided for each new lift (see Health Technical Memorandum 05-03 Part E – 'Escape lifts' for full details).

#### 4.18 - Skanska - Lift Release Warden (LRW Lifts)

A Lift Release Warden is a person, suitably trained and qualified by knowledge and practical experience, and provided with the necessary instructions to enable the safe release of passengers from lifts. They should be recommended by the Authorised Person [Lifts], be formally appointed by the Skanska Designated Person (DP Lifts) and should undergo formal classroom training every 3 years and refresher training provided by a Skanska AP Lifts annually.

#### 4.19 - NHS PS (MCH) Duty Holder (DH Lifts)

The Chief Executive of NHS Property Services (NHS PS) is the statutory Duty Holder (DH Lifts). The Duty Holder and the Board have overall responsibility for Health and Safety within NHS Property Services, including Lift safety. They shall appoint in writing the NHS PS Designated Person (DP Lifts).

#### 4.20 - NHS PS (MCH) Designated Person (DP Lifts)

The NHS Property Services Regional Director is the Appointed Board Level Executive responsible for Lift safety. Under the direction of the Chief Executive, they are therefore responsible for the organisational arrangements, which will ensure that compliance with standards is achieved and that where problems occur, they are identified and resolved with minimum risk to employees, patients, or members of the public. They shall appoint in writing the NHS PS Responsible Manager (RM Lifts).

#### 4.21 - NHS PS (MCH) Responsible Manager (RM Lifts)

The NHS PS Property Manager is the Responsible Manager (RM Lifts) they shall be appointed in writing by the NHS PS Designated Person (DP Lifts). They shall have responsibility for compliance with this policy document.

All formal appointments shall use the HTM standard appointment process and documentation, to be provided in writing to all DP Lifts, before persons are allowed to operate or work on any Lifts or Lifting equipment. Up to date and accurate responsibility matrix, listing the training and appointment of all persons associated with lifts is to be kept by all relevant parties.

## 5.0 APPROVAL

This Policy has been presented to the following groups for comment and approval

Contributors	Method	Dates consulted
Trust Health and Safety Committee;	Email	
Trust Risk Management Group [Non-Clinical].	Email	
Estates Governance Committee	Email	
Central Nottinghamshire Hospitals PLC	Email	
Skanska	Email	
NHS Property Services	Email	

## 6.0 DOCUMENT REQUIREMENTS

This policy seeks to both set out and define the Trust's management approach and commitment to maintaining safe Lifts and associated electrical systems on its premises, as well as providing a framework for partners to adopt when coordinating the management of risk.

This policy and the procedures outlined require the cooperation of all employees, all regular building users and contractors who also have responsibilities to ensure a safe and healthy working environment is always maintained.

For the purposes of this policy the Trust Estate comprises all the buildings owned or occupied under a full maintenance lease or otherwise by the Trust. This policy applies to all the properties owned or managed on behalf of Sherwood Forest Hospitals NHS Foundation Trust.

## 7.0 MONITORING COMPLIANCE AND EFFECTIVENESS

<b>Minimum Requirement to be Monitored</b>  <b>(WHAT – element of compliance or effectiveness within the document will be monitored)</b>	<b>Responsible Individual</b>  <b>(WHO – is going to monitor this element)</b>	<b>Process for Monitoring e.g. Audit</b>  <b>(HOW – will this element be monitored (method used))</b>	<b>Frequency of Monitoring</b>  <b>(WHEN – will this element be monitored (frequency/ how often))</b>	<b>Responsible Individual or Committee/ Group for Review of Results</b>  <b>(WHERE – Which individual/ committee or group will this be reported to, in what format (eg verbal, formal report etc) and by who)</b>
Policy	Trust Senior Operational Manager	Audit/review	Trust Senior Operational Manager	Trust Designated Person
Performance Management Report (PMAV)	Trust – Hard FM Team	Audit/review	Trust – Hard FM Team	PMAV Group
PFI Partners Electrical/Lift Compliance	Authorising Engineer	Audit/review	Authorising Engineer	Duty Holder Designated Person



## 8.0 TRAINING AND IMPLEMENTATION

Operation, inspection, and maintenance procedures can cause risks to the health of staff carrying out the work.

All those involved should be trained appropriately to fulfil the task, be aware of the risks, and must work to the agreed safe systems of work. This may involve the Trust's PFI management team receiving training in awareness.

Key appointed persons should also be formally notified in writing and this position accepted in writing.

Training requirements for the Hard FM Service Provider staff will be regularly assessed by the AE/AP and appropriate training undertaken and recorded, together with the date of delivery and topics covered.

Any contractors involved in the installation, commissioning, modification, or maintenance of Lift systems shall be fully conversant with this Policy and shall be suitably qualified and trained.

## 9.0 IMPACT ASSESSMENTS

- This document has been subject to an Equality Impact Assessment, see completed form at Appendix 2
- This document has been subject to an Environmental Impact Assessment, see completed form at Appendix 3

## 10.0 EVIDENCE BASE

### (Relevant Legislation/ National Guidance) AND RELATED SFHFT DOCUMENTS

A summary of the information or guidance that has been used to develop this policy is detailed below but not limited to:

Health and Safety at Work Act
Electricity at Work Regulations
Workplace (Health, safety and Welfare) Regulations
Management of Health & Safety at Work Regulations
Lift Regulations
Electrical Equipment (Safety) Regulations
HSG-85 - Electricity at Work. Safe Working Practices
Memorandum on Electricity at Works Regulations
Lifting Operations and Lifting Equipment Regulations LOLER
British Standard 7671 IEE Wiring Regulations, guidance notes and amendments.
CIBSE Guidance documents
Provision and use of Work Equipment Regulations PUWER
All Relevant British, European and ISO Standards.
Department of Health HTM 06 Series, Low Voltage.
Department of Health HTM 00 Policies and Principles of healthcare engineering
Department of Health HTM 08-02 Lifts.
Construction (Design and Management) Regulations
Control of Contractors Policy
Fire Safety Policy
HSE INDG339 - Thorough examination and testing of lifts.
SAFED (Safety Assessment Federation) Guidance notes.

## Related SFHFT Documents:

- Control of Contractors Policy
- Electrical Safety Policy

## 11.0 APPENDICES

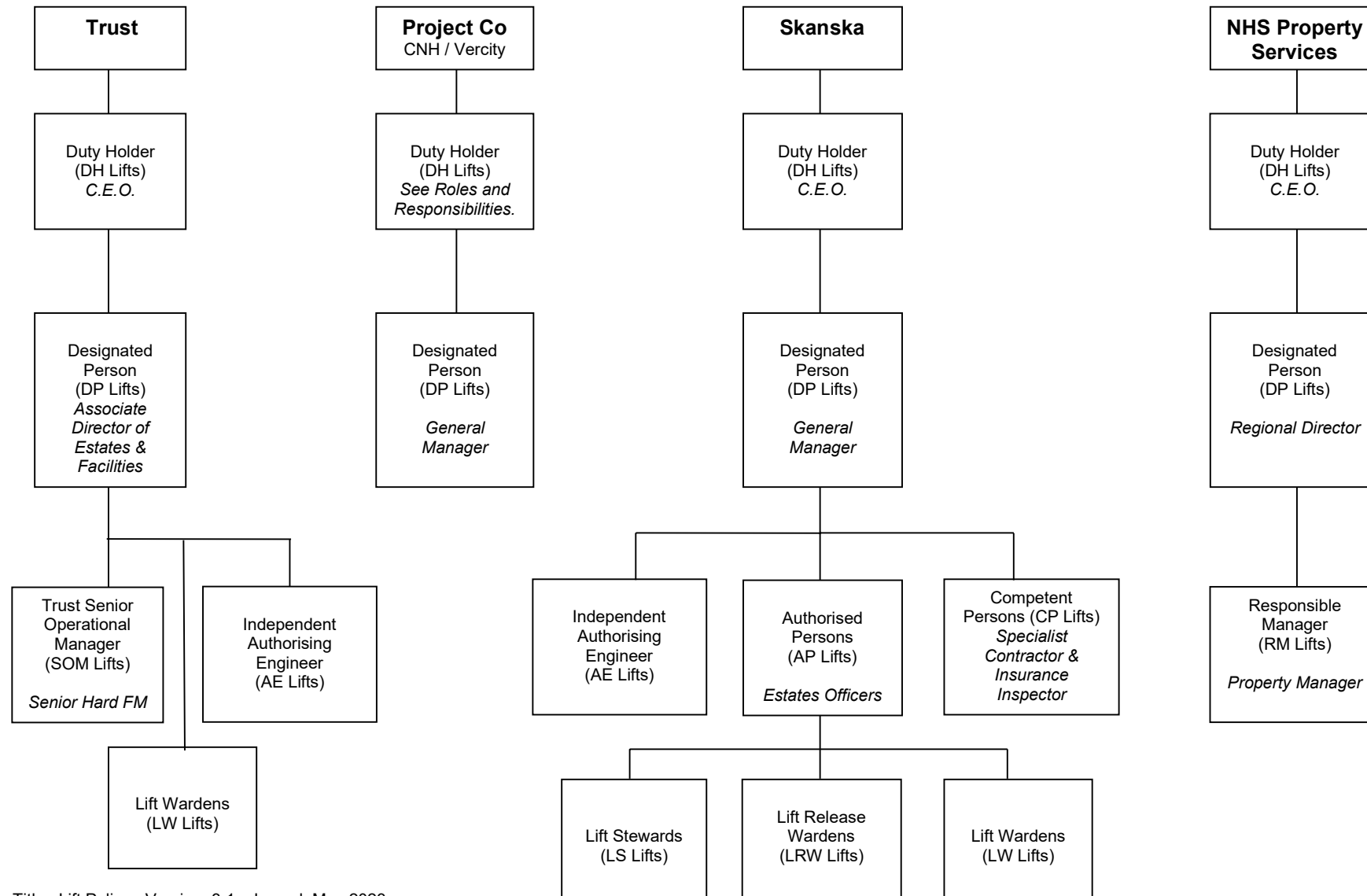
Appendix 1 – Management Structure and Lines of Communication map

Appendix 2 – Equality Impact Assessment

Appendix 3 – Environment Impact Assessment

## Appendix 1

### Management Structure and Lines of Communication map



## APPENDIX 2 - EQUALITY IMPACT ASSESSMENT FORM (EQIA)

<b>Name of service/policy/procedure being reviewed: Lift Policy</b>			
<b>New or existing service/policy/procedure: Existing Policy</b>			
<b>Date of Assessment: 10/05/2023</b>			
<b>For the service/policy/procedure and its implementation answer the questions a – c below against each characteristic (if relevant consider breaking the policy or implementation down into areas)</b>			
<b>Protected Characteristic</b>	<b>a) Using data and supporting information, what issues, needs or barriers could the protected characteristic groups' experience? For example, are there any known health inequality or access issues to consider?</b>	<b>b) What is already in place in the policy or its implementation to address any inequalities or barriers to access including under representation at clinics, screening?</b>	<b>c) Please state any barriers that still need to be addressed and any proposed actions to eliminate inequality</b>
<b>The area of policy or its implementation being assessed:</b>			
<b>Race and Ethnicity</b>	None	None	None
<b>Gender</b>	None	None	None
<b>Age</b>	None	None	None
<b>Religion</b>	None	None	None
<b>Disability</b>	None	None	None
<b>Sexuality</b>	None	None	None
<b>Pregnancy and Maternity</b>	None	None	None
<b>Gender Reassignment</b>	None	None	None
<b>Marriage and Civil Partnership</b>	None	None	None

<b>Socio-Economic Factors (i.e. living in a poorer neighbourhood / social deprivation)</b>	None	None	None
<b>What consultation with protected characteristic groups including patient groups have you carried out?</b> None required			
<b>What data or information did you use in support of this EQIA?</b> None required			
<b>As far as you are aware are there any Human Rights issues be taken into account such as arising from surveys, questionnaires, comments, concerns, complaints or compliments?</b> None			
<b>Level of impact</b> <p>From the information provided above and following EQIA guidance document Guidance on how to complete an EIA (<a href="#">click here</a>), please indicate the perceived level of impact:</p> <p><b>Low Level of Impact</b></p> <p>For high or medium levels of impact, please forward a copy of this form to the HR Secretaries for inclusion at the next Diversity and Inclusivity meeting.</p>			
<b>Name of Responsible Person undertaking this assessment:</b> Lee Fox			
<b>Signature:</b> <i>Lee Fox</i>			
<b>Date:</b> 10-05-2023			

## **APPENDIX 3 – ENVIRONMENTAL IMPACT ASSESSMENT**

The purpose of an environmental impact assessment is to identify the environmental impact, assess the significance of the consequences and, if required, reduce and mitigate the effect by either, a) amend the policy b) implement mitigating actions.

<b>Area of impact</b>	<b>Environmental Risk/Impacts to consider</b>	<b>Yes/No</b>	<b>Action Taken (where necessary)</b>
<b>Waste and materials</b>	<ul style="list-style-type: none"> <li>Is the policy encouraging using more materials/supplies?</li> <li>Is the policy likely to increase the waste produced?</li> <li>Does the policy fail to utilise opportunities for introduction/replacement of materials that can be recycled?</li> </ul>	No No No	N/A N/A N/A
<b>Soil/Land</b>	<ul style="list-style-type: none"> <li>Is the policy likely to promote the use of substances dangerous to the land if released? (e.g. lubricants, liquid chemicals)</li> <li>Does the policy fail to consider the need to provide adequate containment for these substances? (For example bunded containers, etc.)</li> </ul>	No No	N/A N/A
<b>Water</b>	<ul style="list-style-type: none"> <li>Is the policy likely to result in an increase of water usage? (estimate quantities)</li> <li>Is the policy likely to result in water being polluted? (e.g. dangerous chemicals being introduced in the water)</li> <li>Does the policy fail to include a mitigating procedure? (e.g. modify procedure to prevent water from being polluted; polluted water containment for adequate disposal)</li> </ul>	No No No	N/A N/A N/A
<b>Air</b>	<ul style="list-style-type: none"> <li>Is the policy likely to result in the introduction of procedures and equipment with resulting emissions to air? (For example use of a furnaces; combustion of fuels, emission or particles to the atmosphere, etc.)</li> <li>Does the policy fail to include a procedure to mitigate the effects?</li> <li>Does the policy fail to require compliance with the limits of emission imposed by the relevant regulations?</li> </ul>	No No No	N/A N/A N/A
<b>Energy</b>	<ul style="list-style-type: none"> <li>Does the policy result in an increase in energy consumption levels in the Trust? (estimate quantities)</li> </ul>	No	N/A
<b>Nuisances</b>	<ul style="list-style-type: none"> <li>Would the policy result in the creation of nuisances such as noise or odour (for staff, patients, visitors, neighbours and other relevant stakeholders)?</li> </ul>	No	N/A