



# Health and Safety

## Lifts

### Passenger, Goods, Impaired Mobility & Stair Lifts

#### Minimum Standard

<b>Version</b>	<b>V1.0</b>
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<b>Approver</b>	ELT Operating Committee
<b>Effective Date</b>	11/08/2022
<b>Review Date</b>	11/08/2025

## 1 Aims and Principles

The aim of this Government of Jersey (GoJ) Minimum Standard is to provide guidance on the steps which should be taken to ensure that the installation and use of all passenger, goods, impaired mobility and stair lifts are properly managed to ensure their safety.

Departments with responsibility for managing any of these lift types in GoJ buildings and structures should develop their own procedures for doing so, which must include the standards set out in this document or be of an equivalent or higher standard.

## 2 Legislation and Guidance

### a) Applicable Legislation

Health and Safety at Work (Jersey) Law, 1989

Lifts (Jersey) Regulations, 1990

Example exemption certificate for goods lift

### b) Guidance

Passenger and Goods Lifts

Guidance to the Lift (Jersey) Regulations, 1990

Guidance on the release of trapped passengers by non-lift personnel (Lift and Escalator Industry Association)

Impaired Mobility Lifts

**British Standard 6440:2011** '*Powered vertical lifting platforms having non-enclosed or partially enclosed liftways intended for use by persons with impaired mobility- specification*'

**European Standard BS EN 81-41:2010** '*Safety rules for the construction and installation of lifts – Special lifts for the transport of persons and goods, Part 41: Vertical lifting platforms intended for use by persons with impaired mobility*'.

Exemptions in Jersey: Impaired Mobility Lifts

Generic exemption certificate for impaired mobility lifts in Jersey

UK HSE Safety Alert - Vertical lifting platforms or lifts for people with impaired mobility - potential falls from height risks to employees and members of the public from over-riding door locking safety devices

Guidance on the Control of Lift Access and Release Keys (Lift and Escalator Industry Association)

### Stairlifts

**European Standard BS EN 81-40:2020** *Safety rules for the construction and installation of lifts. Special lifts for the transport of persons and goods Stairlifts and inclined lifting platforms intended for persons with impaired mobility*

[Thorough Examination of Lifting Equipment – A Simple Guide for Employers \(UK HSE\)](#)

Annex 9 - Thorough examination and inspection of particular items of lifting equipment (Contract Research Report 429/2002) (UK HSE)

## 3 Definitions

### Lift

Means an item of permanent lifting equipment serving defined landing levels comprising a lift car and running at least partially between rigid vertical guides or guides whose inclination to the vertical is less than 15 degrees.

All references to lifts in this Minimum Standard refer to passenger, goods and impaired mobility lifts. The requirements for stairlifts are covered separately in Section 15.

### Passenger Lift

A lift car designed to carry persons and which is fitted with additional safety devices set out in Section 13 of this Minimum Standard.

### Goods (Service) Lift

A goods (service) lift car is defined in the Lifts (Jersey) Regulations, 1990 (Lifts Regulations) as one which persons are unable to enter. To ensure inaccessibility to persons, the lift car must have a maximum internal floor area not exceeding 1.25 square metres and an interior height, depth and width not exceeding 1.4 metres.

Where goods lifts are larger than this, an exemption must be applied for under the Lifts Regulations which is covered in Section 16 of this document.

### Lift-way

Means the space in which the lift car and the counterweight (if any) travel.

### Gates

Means the door or other devices which are designed to close either automatically or manually to prevent access by persons or other loads to a lift or a lift-way.

### Impaired Mobility Lift

A lift designed to move persons with impaired mobility vertically between levels.

### Stair Lift

A powered device with a seat, which is designed to carry persons up and down stairs.

### Lift Engineer

An individual who holds a minimum qualification of a Level 3 NVQ Diploma or its equivalent in an appropriate discipline. Details of organisations with suitably qualified personnel will be on the GoJ Corporate Approved Contractors List.

### Landlord

Jersey Property Holdings or other GoJ department which manages its own premises. This could also be a third-party landlord.

## 4 Who this Minimum Standard Applies to

Applies to:

- Government of Jersey (GoJ) and States' employees
- Voluntary staff or those on honorary contracts where there is no implied contract of employment

Where they have responsibility for the installation or management of lifts in premises occupied by GoJ or States' employees.

## 5 Links to other GoJ Policies, Minimum Standards and Guidance

### a) Policies

Government of Jersey - Health and Safety Policy

### b) GoJ Minimum Standards

Risk Assessment

Electricity

### c) Other Internal Guidance

Further guidance may be available from other departments carrying out this type of work.

For assistance with preparing internal procedures, contact should be made with your departmental Health and Safety Manager/Adviser “Professional”.

## **6 Roles and Responsibilities**

The procedures prepared by the department responsible for managing the safe use of lifts must clearly set out the roles and responsibilities of all those individuals involved.

Reference should be made to the Government of Jersey Health and Safety Policy for general responsibilities.

## **7 General Responsibilities – ALL Lift Types**

### **Landlord Responsibilities**

Where a GoJ department is the landlord, they will be responsible for ensuring that all lifts are subject to the necessary maintenance and inspections as required by the Lifts (Jersey) Regulations, 1990.

### **Tenant Responsibilities**

Tenants are responsible for ensuring that all lifts are used in a manner which does not place persons or the lift installation at risk and that any incidents or defects are reported to the landlord.

Where a tenant has responsibility for ensuring the maintenance and inspection of any passenger lift, goods lift, impaired mobility lift or stairlift, they must ensure that these are undertaken in accordance with the standards set out in this document.

## **8 Construction**

Lifts are required to be of good mechanical construction, sound material and adequate strength. Lifts constructed to a current relevant European or British Standard would, in general, meet this criteria.

Where GoJ is responsible for overseeing any new installations, procedures must be in place for ensuring that the installation will meet the standards which are relevant to the type of installation. If insufficient knowledge is available within the Department to determine this, then a competent person e.g. lift consultant should be engaged to assist.

## 9 Maintenance

Lifts must be regularly maintained to ensure efficient operation. This preventative maintenance should not be confused with the thorough examinations which are required. (Ref Section 10)

Preventive maintenance usually involves replacing worn or damaged parts, topping up fluid levels and making routine adjustments to ensure risks are avoided. Thorough examination can act as a check that maintenance is being carried out properly, but is not intended to replace it.

The frequency and type of maintenance required will depend on the type of lift installation and will usually be based on manufacturer's guidance. Lift engineers carrying out the work will advise on the maintenance and frequency required.

All maintenance work should be undertaken by experienced competent lift engineers.

## 10 Thorough Examinations and Testing

Initial Thorough Examination and testing of a lift installation is required to be carried out following:

- Initial installation and before being brought into use
- Any alterations, repairs or modifications to the lift installation which likely to affect its safe operation.

Subsequent thorough examinations are required to be carried out:

- At least once every six months.

All thorough examinations and testing must be carried out by a competent person who has sufficient technical and practical knowledge to be able to detect any defects and assess how significant they are.

The competent person carrying out the examinations and tests should not be the same person who has completed the installation or any maintenance and repair work on the lift installation.

In most cases the thorough examinations and testing is carried out by an engineer / surveyor employed on behalf of an insurance company. However, it could be another person providing they are sufficiently independent and impartial, and have sufficient technical and practical knowledge.

### Lifts with CE marking and a Declaration of Conformity

When carrying out the initial thorough examination and test of a newly installed lift, the competent person will take the CE marking and Declaration of Conformity into account and so those documents form an important part of the process. Once complete, the competent person will complete a certificate of thorough examination/ test and examination of lift.

### Certificates

The person carrying out the examination/test or examination must complete a certificate detailing the results and send it to the person responsible for the installation within 28 days. The department with responsibility for the lift should ensure that they receive this document within the specified time period.

Where it is found that the lift cannot continue to be used safely, the person preparing the certificate will send a copy of it to the Health and Safety Inspectorate (HSI). The department responsible for managing the lift will be contacted by the HSI to determine what action is being/has been taken to remedy the defects.

The prescribed information which must be included on the certificate of thorough examination/test or thorough examination is as follows:

- Certificate number
- Description of equipment
- Identification mark of the equipment
- Date of the last thorough examination or test and thorough examination and number of the certificate issued on that occasion
- Safe working load and / or number of passengers
- Details of tests carried out
- Details of any defects found (if none, NONE will be stated)
- Date by which the defects must be rectified
- Date by which the next thorough examination must be carried out
- The competent person must certify that the equipment was thoroughly examined, or tested and examined, and that the particulars are correct
- The name and address of the person signing must be stated and the date entered
- The name and address of the organisation employing the competent person

For passenger lifts, a separate certificate must be completed which shows the following information.

- Certificate number
- Description
- Identification mark of the equipment
- The safe working load or loads and/or maximum number of passengers
- The competent person must certify that the equipment described in the certificate was thoroughly examined and enter the date

- The name of the person signing must be stated and the date entered
- The name and address of the organisation employing the competent person
- Date of the next examination

The department with responsibility for the lift must ensure that a copy of this certificate is displayed inside the lift car. This will need to be replaced every six months after each examination.

Any examination/test certificates prepared by the competent person must be kept by the department with responsibility for the lift for a period of two years and should be readily available for inspection upon request.

## **11 Enclosures and gates**

For passenger and goods lifts, every lift-way (lift shaft) must be surrounded by an enclosure which prevents any person falling down the lift-way or coming into contact with any moving parts of the lift.

Gates giving access to the enclosure must be interlocked with the movement of the lift car, preventing opening of the gate until the lift car is sitting at that gate position.

The design of the lift installation must prevent any person or goods carried in the lift car becoming trapped between any moving parts of the installation, and between any moving parts of the installation and the fixed structure.

## **12 Safe Working Load**

The maximum safe working load of all lifts is required to be clearly displayed.

For passenger lifts, the maximum number of passengers which can be safely carried must also be displayed. This information will be included on the certificate which is required to be displayed in passenger lifts but may also be displayed separately within the lift car.

## **13 Additional Safety Requirements for Passenger Lifts**

Due to the increase risk to safety posed by passenger lifts, additional safety requirements are required to be fitted to the installations:

- Safety devices to prevent the lift car overrunning
- Interlocked gates to the lift car which will only open when it is at the landing level

- A means of calling for assistance, such as an intercom, alarm button or telephone in the lift car
- Safety devices which will support the lift car and its maximum load in the event of a failure of its means of support

These items will be checked during the thorough examinations carried out by the competent person and are likely to result in the lift installation being deemed unsafe should any defects be identified.

## 14 Impaired Mobility Lifts - Exemptions

Whilst impaired mobility lifts are subject to the Lifts Regulations, their design is such that they cannot meet the requirements of Regulations 6 and 8 which are covered in Sections 11 (Gates and Enclosures) and 13 (Additional Safety Requirements for Passenger Lifts) in this Minimum Standards.

In response to this, a generic exemption certificate for impaired mobility lifts was issued by the Minister for Social Security in July 2012 which confirms that these requirements do not apply, on conditions that the installations comply with the requirements of the standards set out in Section 2b of this Minimum Standard.

All other requirements for lifts set out in this Minimum Standard are applicable to impaired mobility lifts.

## 15 Stair Lifts

Stairlifts are not covered by the Lifts Regulations as they do not fall within the definition of a lift but they are covered by the general Health and Safety at Work (Jersey) Law, 1989 when installed and used in a workplace.

Stairlifts are an item of lifting equipment and controls must be in place to ensure their safe construction, installation and use.

### Construction and Installation

Stair lifts should be constructed and installed in accordance with the relevant British and European Standards (Ref: Section 2).

### Thorough Examination

As stairlifts are used to move people, it is recommended that they are thoroughly examined by a competent person every six months.

### Periodic Inspections

Routine visual inspections and checks should be carried out by suitable personnel before a stairlift is taken into use on any day. The aim is to ensure that a stairlift is capable of operating satisfactorily and safely.

Inspections and checks should include:

- Ensuring that means are in place to prevent unauthorised usage of the stairlift
- Monitoring the complete travel-path of the stairlift to ensure that it is unobstructed
- Adequacy of illumination of the stairway(s) and landings
- Condition of warning/instruction signs, ensuring that they are fully visible and legible.
- Checking condition of chair/platform including passenger-restraint devices, wheel chair-restraint devices, swivelled seating and associated interlocks
- Ascertaining that sensitive edges/surfaces function satisfactorily
- Monitoring effectiveness of controls, alarms, stop buttons/ switches
- Operation of the stairlift over the full extent of its travel, to check the effectiveness of upper and lower control switches

### Maintenance

Regular preventative maintenance should be carried out by specialised stairlift maintenance.

The type of maintenance and frequency required will usually be specified by the manufacturer or supplier of the stairlift.

## 16 Exemptions

Applications for exemptions from any or all of the requirements of the regulations e.g. for a goods lift, should be made to the Health and Safety Inspectorate.

An exemption will only be granted where it can be shown that it will not result in a lower standard of safety than that required by the regulations.

## 17 Lift Failure – Freeing of Trapped Persons

Although rare, circumstances can arise which cause persons to become trapped in a lift e.g. power failure.

Persons are usually safe inside the lift car and a rescue by inexperienced persons should not be attempted as this can place both the passengers and rescuers at serious risk.

Procedures should be in place which detail the action which should be taken in the event of a lift failure. Further information can be found in the guidance document produced by the Lift and Escalator Industry Association, Guidance on the release of trapped passengers by non-lift personnel.