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| ***Risk Rating System***  *Severity or most likely consequence*  *Likelihood of the incident occurring* | 1  2  3  *1 = Minor/ No Injury*  *2 = Lost Time Injury*  *3 = Major Injury/ Fatality*  *1 = Unlikely/ Infrequent*  *2 = Possible/Occasional*  *3 = Likely/ Frequent* |
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| *Risk Rating = Likelihood x Severity* | *1 or 2 = Low Risk/ Priority*  *3 or 4 = Medium Risk/ Priority*  *6 or 9 = High Risk/ Priority* |

**Risk Assessment – Passenger Lifts**

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| --- | --- |
| Organisation Name: |  |
| Location / Department: |  |
| Risk Assessor’s Name: |  |
| Risk Assessment Date: |  |

Please note that this is a model risk assessment and the list of hazards and control measures in this template are not exhaustive and are for guidance only, and should be used as a base for your own risk assessment.

**Assessment**

| **Description of Hazard** | **Who could be harmed and how?** | **Existing Control Measures** | **Risk Rating (1-9)** | **Additional Action Required (Yes / No)** | **Action Ref. No.** |
| --- | --- | --- | --- | --- | --- |
| **Lack of servicing/ maintenance leading to failure and/or breakdowns** | Lift users  Lift breaking down, trapping those inside  Death / injuries due to failure of lifting equipment | * *[state job title]* is responsible for ensuring that the passenger lifts are serviced every *[state frequency]* by *[state name of lift servicing company or job title of competent employee].* * Servicing/maintenance will be carried out in line with risk assessment and the outcomes of the thorough examination, testing and inspection regimes. * Records are kept of any servicing/maintenance completed and are held *[state location or job title of person responsible for keeping the records].* * Lift will be taken out of service immediately if any defects affecting safety are identified during servicing/maintenance until the fault has been addressed. |  |  |  |
| **Lack of thorough examination/testing**  **i.e. statutory inspections as required under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)** | Lift users  Lift breaking down, trapping those inside  Death / injuries due to failure of lifting equipment | * *[state job title]* is responsible for ensuring that thorough examinations are completed every 6 months by *[state name of competent contractor – in most cases this will be your insurer] or in line with the examination scheme (i.e. the scheme written by the competent person that specifies the periods, based on a rigorous risk assessment).* * Thorough examinations are completed by a competent person. * Lift will be taken out of service immediately if any defects affecting safety are identified during the thorough examination until the fault has been addressed. * A person independent to who is carrying out the servicing/maintenance of the lift, completes the thorough examination so that we do not have someone assessing their own work. * Records are kept of the thorough examinations/testing *[state location or job title of person responsible for keeping the records].* |  |  |  |
| **Breakdown of lift** | Lift users / those dealing with the breakdown / people in the vicinity of the lift  Occupants trapped inside, injuries incurred during lift rescues | * *See ‘lack of servicing/maintenance’ and ‘lack of thorough examination/testing’.* * *[Emergency lighting / emergency alarm / emergency telephone]* is fitted in the lift and tested periodically by *[state job title].* * *Describe the procedures that staff will need to follow in the event of a lift breakdown whereby occupants are trapped inside. Describe here who is authorised to carry out a lift rescue i.e. will this be carried out by internal staff, or via the lift company? If it is an internal person, describe how they are trained etc. to complete a lift rescue.* * *Warning signage is displayed at all storey exits when the lift is out of use, and the doors are locked where possible.*   *N.B. For lifts installed since July 1999, instructions should be provided on safe release procedures. Release operations should be carried out in accordance with the manufacturer’s / other authorised instructions for the lift concerned. Instructions should be displayed as a notice in the machinery space.* |  |  |  |
| **Lack of signage** | Lift users  Too many people in the lift causing it to breakdown, occupants unsure how to call for help | * *Appropriate signage is displayed in the lifts to show safe working loads, maximum number of passengers, and what to do in an emergency i.e. during a lift breakdown.* * *Warning signage is displayed at all lift landing/storey exits when the lift is out of use.* |  |  |  |
| **Misuse of the lift** | Lift users  Lift breaking down | * *Describe here whether the lift is for staff only, staff and pupils with special needs etc., and how you ensure there is no unauthorised use where relevant.* |  |  |  |
| **Ineffective incident communication** | Lift users / those dealing with the incident / people in the vicinity of the lift | * Lift occupants can raise the alarm from within the lift. *Describe here how this will be raised (e.g. bell, intercom system, telephone link etc.) and who responds to this alarm.* * *Describe here how often the communication system will be tested, and by whom, to ensure that it remains operational.* * *Describe how key staff (e.g. maintenance team etc.) will be trained in effective communication in the event of an incident with the passenger lift(s), e.g. during a lift breakdown.* |  |  |  |
| **Inadequate barriers at lift landing/storey exits when doors are open to the lift shaft** | All  Fall from height / injury / death | * *Sufficient number of barriers to be kept by [your organisation] OR We will ensure that any external contractors that we use provide their own barriers before commencing any work.* * *External contractor to ensure that adequate barriers are in place at all relevant lift landing/storey exits prior to commencing servicing/maintenance/inspection work.* |  |  |  |
| **Unauthorised access to lift motor/machine rooms and shafts** | All  Injuries/death (various causes) | * *Lift motor/machine rooms to be locked and secured at all times, with keys restricted to authorised staff.* |  |  |  |
| **Contractor competence** | All  Injuries/death (various causes) | * *Describe here how you will ensure that any contractors tasked with undertaking servicing/maintenance/inspection work on the lifts are competent. You should ensure that you check their insurance, qualifications, risk assessments and method statements as a minimum.* |  |  |  |
| **Fire** | All  Injuries/death following entrapment in the lift during a fire | * Staff/pupils/students instructed not to use the lift in the event of a fire *[N.B. if you have fire lifts describe the usage and operating conditions here].* * Signage in place at each lift landing/storey exit to advise that the lift must not be used in the event of a fire |  |  |  |
| ***Other hazards identified…*** |  |  |  |  |  |

**Action Plan**

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| --- | --- | --- | --- | --- |
| **Action Ref. No.** | **Action Required** | **Completion Deadline** | **Responsible Person(s)** | **Completion Date** |
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| **Date for Next Review:** |  |