

ESTATES COMPLIANCE ARRANGEMENT (ECA)

ECA 13 – LOLER Compliance



1.0 Policy Link (Level 1 Document)

This arrangement has been written in line with the relevant UoL Working at Height and Lifting Operations and Lifting Equipment Policies and Guidance notes which can be found at:

[Health and Safety Department \(sharepoint.com\)](#)

2.0 Purpose

This document provides guidance on lifting equipment owned, used and maintained by the Estates Department which is covered by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

LOLER does not apply to equipment that does not have lifting as its principal function. Where equipment is not defined as lifting equipment, please see ECA 14 PUWER Compliance.

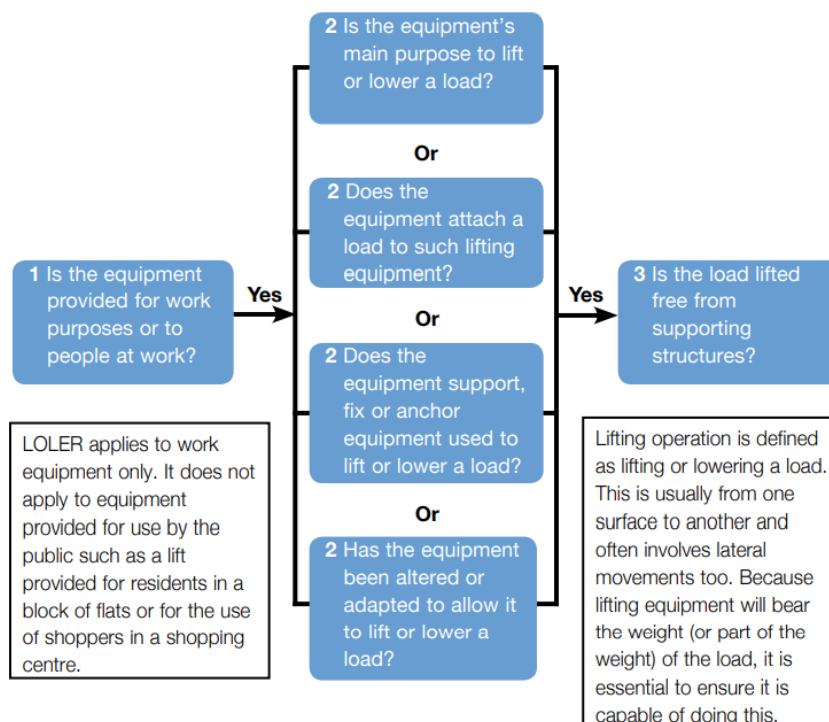
3.0 General

Lifting equipment includes cranes, forklift trucks, lifts, construction site hoists, beams, gantries, MEWPs, vehicle inspection hoists, gin wheels, ropes, slings, eye bolts etc.

A lifting operation is an operation concerned with the lifting or lowering of a “load”. In the case of the use of a MEWP, the load refers to a person.

All LOLER equipment should be clearly marked and recorded. When deciding whether a piece of equipment falls under LOLER the chart below which is extracted from the LOLER Approved Code of Practice is included for reference.

Figure 1 – Is my equipment subject to LOLER? [1113.pdf \(hse.gov.uk\)](#)



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1. If you answer yes to question 1, any of the options in column 2 and question 3, the equipment is likely to be subject to LOLER.
2. If you have answered no to question 1 you may still have duties under section 3 or 4 of the HSW Act to ensure the safety of users.
3. If you have answered no to all the options in column 2 and/or question 3, your equipment may still be subject to the need for inspection and maintenance under the provisions of PUWER.

4.0 Procedure

Preparation

All lifting operations shall be properly planned and appropriately supervised to ensure that they are carried out safely and that all foreseeable risks have been considered. Lifting operations are a high-risk activity which requires a high standard of safety. The following should be reviewed:

- Location of underground services.
- Location of overhead services.
- Ground conditions and bearing capacity.
- Size and weight of load and distance of travel.
- Lifting safety measures (barriers, signage, access, egress)
- Ensure those carrying out lifting operations are competent to do so.
- Ensure that a current thorough test certificate accompanies all lifting equipment.
- Ensure safety issues are communicated to stakeholders such as users, contractors etc.
- Ensure a lift plan is in place, if required.
- Ensure as appropriate traffic management plans clearly identify segregation of pedestrian routes.
- A PTW is in place.
- Please refer to ECA 04 CDM Compliance Arrangements to confirm if CDM is applicable to the activity being undertaken.

Lifting operations are classed as a high-risk activity. Ensure all PTWs, Risk Assessments and Method Statements are compiled and approved by an AR before commencement of operations. This includes any lifting plan.

Training and competency

Those carrying out lifting operations must be competent, be over 18 years of age, and have sufficient knowledge of the risks involved. All persons operating or conducting work/maintenance on lifting equipment, must provide evidence of competence to the Person in Charge of Works (PICOW) and when asked to provide evidence at audit.

The Estates Department AR is responsible for ensuring all staff, operatives and contractors using lifting equipment for maintenance and inspections are competent, and to provide (where required) a briefing of appropriate lifting plans and RAMS associated with the works.

During lifting operations and maintenance works

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Ensure that lifting equipment is thoroughly examined by a competent person prior to:

- Being used for the first time.
- Before each use if in regular service.
- After assembly and before use in each location (e.g. tower cranes, MEWPs)

Ensure control measures are adhered to from the approved RAMS and lifting plan.
Ensure segregation of pedestrians and traffic continues.

Completion

On completion of any lifting operations, the lifting equipment should be left in a safe and suitable condition, removed from site, or alternatively, access restricted until it can be brought back to a safe condition. Any corresponding paperwork or certification should be returned to the Estates AR.

Maintenance and insurance inspections

All equipment owned and maintained by the Estates Department is required to have a maintenance and insurance inspection regime applied. This is managed by the Estates Maintenance Department in Planon, adhering to SFG 20 or other appropriate standards.

Interim inspections

Inspections will be conducted at regular intervals, as in the table below or as per a formal written 'examination scheme', drawn up by a competent person, which is assessed and reviewed regularly.

Equipment use	Thorough examination frequency
Lifting people	6-monthly
Lifting accessories	6-monthly
All other lifting operations	12-monthly

Maintenance

Maintenance of equipment is a requirement of PUWER. The maintenance schedule must not be dependent on (or wait for) routine examinations or inspections.

New lifting equipment

Estates should be made aware of all new lifting equipment procured or used by the University for the maintenance and insurance inspections under LOLER to be programmed. This is done by informing the Estates Support Desk

Disposal

The Estates Support Desk must be notified if any LOLER equipment is being disposed of, so this equipment can be moved off all relevant recording tools

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Equipment register

The Equipment register is owned by the UoL Finance Department.

Exemptions and exclusions

The Estates Department will only use, maintain, and inspect equipment under LOLER which is either of the following:

- Directly owned by UoL
- LOLER equipment that the Estates Department have been made aware of by official asset recording.

The Estates Department holds no responsibility for LOLER requirements for any other equipment.

Statutory testing and maintenance of passenger lifts

Please see Appendix 1.

5.0 Estates Department points of contact

Contact the Estates Department Compliance Team for clarification or further guidance on these arrangements.

6.0 Associated Documents

Internal

Level 2 Associated Documentation

Reference	Title
ECA 03/04	CDM Compliance
ECA 05	Permit to Work Compliance
ECA 14	PUWER Compliance

Level 3 Documentation

Reference	Title
	N/A
	N/A

External

Source	Title
Legislation	Health & Safety at Work Act 1974
Legislation	Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
British Standard	BS 8300-2: 2018 - Design of an accessible and inclusive built environment. Buildings. Code of practice

7.0 Change History

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Version	Date	Summary of Changes Made
1	11/02/21	Estate Compliance Arrangement for LOLER Compliance created
2	07/06/21	Internal Review Board Check
3	22/03/22	RW and SJ review
3.1	09/06/22	RW minor amends before issue
3.2	26/07/22	SB minor amends for issue
3.3	03/08/22	RW amendments to Appendix 3 for firefighting lifts
3.4	03/08/22	RW amended references to Fire Control Centre in Appendix 3

8.0 Appendixes

Appendix	Title
1	Statutory testing and maintenance of passenger lifts
2	Faults with passenger or goods lifts
3	Instructions for operating evacuation lift and firefighting lifts

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APPENDIX 1

Statutory testing and maintenance of passenger lifts

Purpose

This Appendix provides guidance on passenger lift inspection regimes and maintenance within the University campus. The following regulations apply:

- Lifts Regulations 1997 and 2016.
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), specifically regulation 9.

This guidance details the requirements that must be met for all passenger lifts on University premises and all passenger lifts where the University is the designated duty holder.

Competent Person

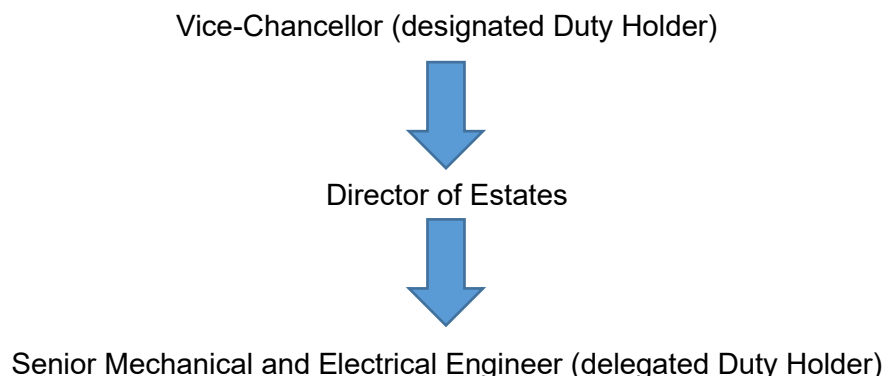
A person with appropriate practical and theoretical knowledge and experience of lifting equipment, sufficient to enable them to detect defects or weaknesses and to assess their importance in relation to safety and continued use. These are currently provided by the University's insurance approved inspectors.

Duty Holder

Persons or organisations in control of non-domestic premises that provide passenger lifts must comply with their duties under LOLER and the Lifts Regulations 2016.

These duties include ensuring that passenger lifts are safe to use and they receive thorough examinations and, where appropriate, inspections. The University is classified as the 'Duty Holder' with respect to all passenger lifts on its premises.

This is shown more clearly on the diagram below:



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Thorough Examination

A thorough examination is a systematic and detailed examination of the lift and all its associated equipment by a Competent Person. Its aim is to detect any defects which are or might become dangerous, and for the Competent Person to report them to the delegated Duty Holder and, where appropriate the Estates Department Compliance Team and/or the enforcing authority (the Health & Safety Executive) via the contact details below, so that appropriate action can be taken:

Health & Safety Executive
Kingsley Dunham Centre
Nicker Hill
Keyworth
Nottingham
NG12 5GG

In order to determine the extent of the thorough examination, the Competent Person will assess the risks, considering factors such as where the lift will be used, frequency of use, age and condition of lift, the weights, and types of loads to be lifted etc.

The Competent Person will determine what testing is required, considering the relevant guidance.

Thorough examination should not be confused with preventative maintenance, although they may have some elements in common. Preventative maintenance usually involves replacing worn or damaged parts, topping up fluid levels and making routine adjustments to ensure risks are avoided. Thorough examination may act as a check that maintenance is being carried out properly but is not intended to replace it.

The Health & Safety Executive guidance 'Thorough examination and testing of lifts' indicates that a thorough examination includes checks on the following:

- Landing and car doors and their interlocks.
- Worm and other gearing.
- Main drive system components.
- Governors.
- Safety gear.
- Suspension ropes.
- Suspension chains.
- Overload detection devices.
- Electrical devices (including earthing, earth bonding, safety devices, selection of uses etc).
- Braking systems (including buffers and over speed devices).
- Hydraulics.

(Note – this list is not exhaustive)

Procedure

Statutory requirements for examinations and inspections

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As the Duty Holder the University is legally responsible for ensuring that the lift is safe to use and that it is thoroughly examined. These responsibilities are passed to the delegated Duty Holder and include:

- Maintaining the lift so that it is safe to use.
- Selecting and instructing the Competent Person and a lift maintenance contractor.
- Ensuring the lift is examined at statutory intervals of every six months.
- Keeping the Competent Person informed of any changes to the use or operation of the lift which may affect the risk assessment.
- Making relevant documentation available to the Competent Person, e.g. manufacturer's instructions and maintenance records.
- Acting promptly (dependent upon risk assessment) to remedy any defects. If it cannot be rectified within a reasonable timeframe or the risk is deemed high, the lift will be placed out of use and electrically isolated and locked off with appropriate signage displayed. The University Health & Safety Department and Student Wellbeing are to be informed as soon as practicable.
- Ensuring that all documentation complies with the Regulations.
- Record keeping.

Selecting a Competent Person

It is the responsibility of the Finance Department Senior Insurance Officer, in conjunction with the Head of Maintenance and Facilities, to select a Competent Person to carry out routine inspections and maintenance on all passenger lifts that are not under warranty.

Thorough inspections are carried out by lift engineers, approved and supplied by the Competent Person, who also ensure the six-monthly regime is maintained. It is however the responsibility of the delegated Duty Holder to inform them of new lifts and ensure they are added to the insurance database, before the lifts enter the commissioning phase.

Action following notification of defects

The Competent Person is legally required to notify (via email) the delegated Duty Holder as soon as practicable. If they do not receive an adequate response within three days for non-urgent work, they are to forward the original email to the Compliance Officer for the Estates Department to action.

Documentation

The Competent Person is legally required to supply the nominated Duty Holder with a written and signed report of the thorough examination as soon as possible. This should normally be within 28 days.

If the Competent person identifies a defect which presents an 'existing or imminent risk of serious personal injury' they are legally required to send a copy of the report to the Health and Safety Executive (contact details shown at 2.3)

In summary the report must contain certain information, specified in schedule 1 of LOLER, but also listed below:

- Identify the equipment examined (serial number, make, etc) the employer and Duty Holder, as well as the premises.
- Give the date of the last thorough examination and specify when the next one should take place.

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- Specify the safe working load of the lift.
- Give the reason for the thorough examination (i.e. following installation or repair or return to service).
- Identify any defect that is or may become a danger to people.
- Give the details of any repair, renewal or alteration required to remedy the defect and the date by which it should be undertaken.
- Give details of any tests carried out.
- Give details of the person carrying out the report and the person validating the report on their behalf.

If the report does not contain ALL of the above, the University should not accept it, as we have nobody in-house deemed competent who can complete the technical information legally required, for us to maintain or act upon.

Risk Assessments and Method Statements

Copies of suitable and sufficient Risk Assessments and Method Statements must be obtained from the appointed competent contractor or Competent Person prior to any lift working being undertaken. Risk Assessments should include details of control measures to protect against:

- Work at height and protection against falls from a height.
- Inadvertent start-up.
- Protection against falling material.
- Restricted space work.

It is the responsibility of the delegated Duty Holder to obtain site specific Risk Assessments and review them regularly.

Permit to Work (hazardous areas)

A PTW will not normally be required for maintenance work on passenger lifts as they have been designated as a restricted space. However, where access is required to areas other than the lift shaft, a PTW may be needed, such as:

- Working at height, for instance, above an open lift shaft.
- Hot works.
- Work in a confined space, for instance inside the lift motor room, as deemed appropriate by the delegated Duty Holder.

New Lifting Equipment

Estates should be made aware of all new Lifting Equipment to ensure the maintenance and insurance inspections under LOLER are programmed. This is done by informing the Estates Support Desk.

APPENDIX 2

Faults with passenger or goods lifts

Faults can be passed through to Security or the Estates Support Desk in the first instance. Security and Estates Support Desk both have lists of the lifts in each building.

The sections below detail what actions will be taken by each department, depending on the lift and whether or not people are trapped.

Security Team notified first

The Security Team has its own Standard Operating Procedure (**SOP 11 – Security response to lift failures**) which gives instructions on actions to be taken in the scenarios below.

On receiving notification of a lift failure, the Security Supervisor is to:

- Establish if the lift is in an academic/professional service building or in student accommodation.
- Notify Student Accommodation Services (SAS) if the lift is in student accommodation, (notify SAS tech outside normal office hours) and request they conduct a check to:
 - Confirm the exact location and lift type (evacuation, firefighting or standard lift).
 - Confirm that the lift has failed and requires lift engineer attendance.
 - Establish if any persons are trapped in the lift.
- Immediately despatch a security patrol to conduct the checks above if the lift is in an academic/professional service building.

Whilst SAS have responsibility for the initial response to lift incidents in student accommodation, a security patrol should also be sent to accommodation lift issues to ensure a swift response and assist SAS as necessary.

Persons trapped

As soon as it becomes apparent that persons are trapped inside a lift (either through a physical check as described above or via the initial notification) the Security Supervisor is to immediately call 999 and notify Lincolnshire Fire & Rescue Service (LFRS) of the entrapment.

Security will also ensure a member of the Security Team remains at the lift to offer reassurance to those trapped.

Firefighting lifts

On receiving confirmation that a firefighting lift has failed and that lift engineer attendance is required, the Security Supervisor is to:

- Immediately notify LF&R via Risk.management@lincoln.fire-uk.org and Fire.safety@lincoln.fire-uk.org. If persons are trapped inside the lift, the email is to confirm that a 999 call has been made, as described above.
- The email is also to be copied to:
 - Health & Safety (safety@lincoln.ac.uk).
 - Estates Compliance (estates_compliance@lincoln.ac.uk).
 - Estates Support Desk (estatessupport@lincoln.ac.uk).

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- SAS (accommodation@lincoln.ac.uk) for lifts in student accommodation only.
- Ensure the issue is immediately reported to the appropriate lift engineer by putting in a maintenance request on Planon and:
 - During normal office hours – contacting the Estates Support Desk and confirming that they will call out the lift engineer/Imtech as appropriate.
 - Outside normal office hours – contacting the lift contractor or Imtech as appropriate. A list of firefighting lifts with engineer contact details is at Annex C.
- Ensure appropriate signage is put in place to prevent access to the lift (this is the responsibility of SAS staff in student accommodation) and ensure the area in the vicinity of the lift is clear of bystanders and obstructions.
- Ensure LF&R are notified as soon as the lift is back in operation.

Evacuation /standard lift

On receiving confirmation that a lift (other than a firefighting lift) has failed and that lift engineer attendance is required, the Security Supervisor is to:

- Ensure the issue is immediately reported to the appropriate lift engineer by putting in a maintenance request on Planon and:
 - During normal office hours – contacting the Estates Support Desk and confirming that they will call out the lift engineer/Imtech as appropriate.
 - Outside normal office hours – contacting the lift engineer or Imtech as appropriate. Lift engineer points of contact for lifts (other than firefighting lifts) is at Annex D.
- Ensure appropriate signage is put in place to prevent access to the lift (this is the responsibility of SAS staff in student accommodation) and ensure the area in the vicinity of the lift is clear of bystanders and obstructions.

Evacuation chair

Where an evacuation chair is missing or has an obvious issue, the Security Team would report it directly to Health & Safety.

Estates Support Desk notified first

Where faults are raised with them first (or when notified by Security), the Estates Support Desk will carry out the actions below.

Persons trapped

Where a trapped person is involved, the Estates Support Desk will ensure the Security Team are aware so that they can manage the situation, as described above.

Lift stoppage procedure (where there is no entrapment)

On receiving a Planon notification or a call of a passenger or goods lift stoppage, the Estates Support Desk will carry out the following actions:

- Where the lift is not under manufacturers' warranty, a job would be raised on Planon (if not already done so) and Imtech would be contacted.
- Where the lift is under manufacturers' warranty, the Estates Support Desk will contact the relevant company to attend.

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- The Security Team will be informed of the stoppage, so that they can take additional actions in line with their SOP, for instance, putting up signs.
- Estates Communications Officer would be informed to send out communications where relevant.

Evacuation chair failure.

Where an evacuation chair is missing or has an obvious issue, the Estates Support Desk would report it directly to the Health and Safety Department.

APPENDIX 3

Instructions for operating evacuation and firefighting lifts

Evacuation and firefighting lifts need two people to operate them: one in the car and one on the intercom. Only trained personnel should operate these lifts. A full list of trained personnel is held by the Health and Safety department. References to Fire Marshals in the following instructions is generic and refers to any trained person. References to the Fire Control Centre means the Brayford Security Office in most cases though there are installations where the communication stays within the building itself. This is covered in the training.

The instructions are taken from the Cook and Associates “Operating instructions for firefighting and evacuation lifts” report dated 17 June 2021.

OPERATION OF THE EVACUATION LIFT WITH STAND-ALONE COMMUNICATION

- Stand-alone communication refers to a communication system which connects the fire service access level control panel with the lift car and the refuge areas. This system is identified by having a communication panel at the fire service access level which provides individual communication with all of the safe refuge areas. It will also incorporate two communication devices within the safe refuge areas, one which connects directly to the Fire Control Centre identified as an “Emergency Call Point” and a secondary system usually identified as the “Lift Evacuation Intercom”. Should the lift lobbies be designated as the safe refuge area the lift evacuation intercom is likely to be located adjacent to the lift landing call button.
- The instructions below assume that the lift is interfaced with the building fire alarm system.
- Fire alarm is activated. A visual and/or audible message will advise that the lift is on Fire Control. This will cause the lift to immediately return to the fire service access level. Where the lift is the process of transporting a passenger to an upper floor then the lift will stop at the nearest floor in the direction it is travelling with the doors remaining closed and then return to the fire service access level. The lift doors will remain open for an extended period to allow passengers to exit the lift, the doors will then close.
- The appointed Fire Marshalls, (it is advised that two Fire Marshalls are deployed for each lift), will take up their station at the fire service access level. On arrival at the fire service access level the Fire Marshal should immediately activate the Evacuation Control Switch. This is usually a triangular shaped device, commonly referred to as a “Euro type - Lift key”.
- On activation of the Fire Control Switch the lift doors will automatically open and remain open and the Evacuation Communication Control Station will activate. The evacuation control face plate incorporates a number of LED back lit pushes. There is one push identified as “push to speak”, one identified as “lift car” and the remaining pushes will be numbered in accordance with each of the safe refuge areas. On activation of the control switch all of the buttons will illuminate briefly to confirm correct operation and then, switch off. At the point of activation, the landing push controls will be isolated and all secondary control systems such as “Lift Car Preference” etc will be overridden. The evacuation control overrides all other lift controls.
- One of the two Fire Marshalls will be appointed to operate the lift, the other will remain on the fire service access level to communicate to all parties.

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- It should be noted that the Fire Marshall that remains at the fire service access level must have a secondary communication device to allow uninterrupted communication with the Fire Control Centre.
- The Fire Marshall operating the lift can now travel to the safe refuge areas to evacuate persons in need of assistance. Depending on the agreed evacuation strategy this can be undertaken in two ways. Should a person require assistance at the 2nd floor for example, then the lift evacuation communication push will be depressed on this floor. Push No 2 will then illuminate on the Evacuation Control Panel and the Fire Marshal stationed at the fire service access level will depress the No 2 push in addition to the “push to speak” button which will allow direct contact with the 2nd floor refuge area. The Fire Marshall can then advise the person at the 2nd floor that the lift is on its way, or the lift will be arriving shortly.
- The normally accepted order of evacuation is as follows: 1) Fire Floor, 2) The floor immediately above the fire floor, 3) Other floors above the fire floor starting at the top storey and 4) All remaining floors. However, with the stand-alone communication system the Fire Marshall at the fire service access level may make a judgement on the priority based on information from the Fire Control Centre.
- In order to attend the designated floor the Fire Marshall lift driver should depress the appropriate push in the lift car, in this case the 2nd floor. The lift doors will start to close. It should be noted that some evacuation systems operate on constant pressure being applied to the buttons and some on latching design. Should the buttons be constant pressure then the push must remain depressed until the doors are fully closed, or the doors will reopen.
- Once the lift doors have fully closed the lift will travel to the 2nd floor. On arrival the doors will remain closed. The lift driver must depress the “door open” button. Once again, the door open button activates on constant pressure. The car doors will start to open. Should the door open button be released at any point up to the fully open position the doors will immediately self-close. It is important that the lift driver does not exit the lift until the doors are fully open as the doors may close behind him leaving the driver isolated within the landing lift lobby. The lift will not respond to the landing push. This is particularly important in instances where the safe refuge area is not the lift lobby.
- Once the person/s have been assisted into the lift, the lift driver can communicate with the Lift Marshall at the fire service access level who will either advise the lift driver to travel to another floor to provide assistance or return to the fire service access level.
- The process can then be repeated until all persons requiring assistance have been taken to the fire service access level or the Fire Control Centre Marshall advises that the evacuation process can or should be stopped.
- On advice that the all-clear has been signalled and the building is declared safe to continue normal operations, the lift can be switched back to normal control by de-activating the evacuation control switch at the fire service access level. The lift will only return back to normal service once the alarm system has been re-set.

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OPERATION OF THE EVACUATION LIFT WITH LIFT CAR TO FIRE SERVICE ACCESS LEVEL COMMUNICATION ONLY, INCLUDING FIREFIGHTING LIFTS.

The main differences between the stand-alone evacuation lift communication systems and the fire service access level to lift car only design, is that the Fire Marshalls undertaking the lift evacuation have no direct contact with the persons awaiting rescue in the safe refuge areas. Communication to the persons awaiting rescue and the Fire Marshalls has to be directed through the Fire Control Centre or local communication point.

The instructions for operating the lift are exactly the same, the only difference being that the evacuation should be carried out in the recommended order: 1) Fire Floor, 2) The floor immediately above the fire floor, 3) Other floors above the fire floor starting at the top storey and 4) All remaining floors. This is of course unless the Fire Marshalls receive alternative instructions from the Fire Control Centre.

The instructions below assume once again, that the lift is interfaced with the building fire alarm system.

- Fire alarm is activated. A visual and/or audible message will advise that the lift is on Fire Control. This will cause the lift to immediately return to the fire service access level. Where the lift was in the process of transporting a passenger to an upper floor then the lift will stop at the nearest floor in the direction it is travelling, stop at that floor with the doors remaining closed and then return to the fire service access level. The lift doors will remain open for an extended period to allow passengers to exit the lift, the doors will then close.
- The appointed Fire Marshalls, (it is advised that two Fire Marshalls are deployed for each lift), will take up their station at the fire service access level. On arrival at the fire service access level the Fire Marshal should immediately activate the Evacuation Control Switch. This is usually a triangular shaped device, commonly referred to as a “Euro type - Lift key” or in the case of a firefighting lift, activate the firefighting control switch.
- On activation of the Firefighting/Evacuation Control Switch the lift doors will automatically open and remain open. At the point of activation, the landing push controls will be isolated and all secondary control systems such as “Lift Car Preference” etc will be overridden. The firefighting/evacuation control overrides all other lift controls.
- One of the two Fire Marshalls will be appointed to operate the lift the other to remain on the fire service access level to communicate instructions from the Fire Control Centre.
- It should be noted that the Fire Marshall that remains at the fire service access level must have a secondary communication device to allow uninterrupted communication with the Fire Control Centre.
- The Fire Marshall operating the lift can now travel to the safe refuge areas to evacuate persons in need of assistance. The normally accepted order of evacuation is as follows: 1) Fire Floor, 2) The floor immediately above the fire floor, 3) Other floors above the fire floor starting at the top storey and 4) All remaining floors. Unless advised to the contrary by the Fire Control Centre, then this is the recommended process for the evacuation of the safe refuge areas.
- In order to attend the designated floor, the Fire Marshall lift driver should depress the appropriate push button in the lift car. The lift doors will start to close. It should be noted that some evacuation systems work on constant pressure being applied to the buttons and some on latching design. Should the buttons be constant pressure then the push must remain depressed until the doors are fully closed, or they will just reopen.

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- Once the lift doors have fully closed the lift will travel to the designated floor. On arrival the doors will remain closed. The lift driver must depress the door open button. Once again, the door open button activates on constant pressure. The car doors will start to open. Should the door open button be released at any point up to the fully open position the doors will immediately self-close. It is important that the lift driver does not exit the lift until the doors are
- fully open as the doors will close behind him leaving the driver isolated within the landing lift lobby. The lift will not respond to the landing push. This is particularly important in instances where the safe refuge area is not the lift lobby.
- Once the persons are assisted into the lift, the lift driver can communicate with the Lift Marshall at the fire service access level. The lift driver may be advised to travel to another floor to provide assistance or return to the fire service access level.
- The process can then be repeated until all persons requiring assistance have been taken to the fire service access level or the Fire Control Centre advises that the evacuation process can or should be stopped. Should the lift be configured as a firefighting lift then on the arrival on site of the Fire Service the lift should be returned to the fire service access level and handed over to the fire officer. In the event that the evacuation has not been completed then the Fire Control Centre should resume the evacuation process in line with the agreed Fire Evacuation Plan without the provision of an evacuation lift.
- On advice that the all-clear has been signalled and the building is declared safe to continue normal operations, the lift can be switched back to normal control by de-activating the firefighting/evacuation control switch at the ground floor. The lift will only return back to normal service once the alarm system has been re-set.