Hardwick Primary School

Caring Achieving Respectful Exciting

Lift Policy

School Leader: **M Richardson**

Link Governor: **L Newby**

Policy Approved	**Signed: L Newby**	**Date: 05/12/2019**
Policy Reviewed	Signed:	Date:
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Lift Policy

Vinci Lift Policy

The school has a passenger lift. Servicing, maintenance and emergency entrapment release are managed by VINCI.

The lift is NOT an evacuation or 'firefighting' lift and is not constructed to be safe to use during a fire. The lift should not be used when there is a fire, or a suspected fire, in the building. When the fire alarm sounds, the lift will return to the ground floor and the doors will open.

The purpose of the lift is to transport persons who are unable to use the stairs, or can only use them with difficulty, from the ground floor to the first floor (and vice versa).

The lift can also be used as a goods lift when required. Size and weight dimensions should not be exceeded. When used as a goods lift no-one should travel in the lift at the same time as goods are being transported.

The lift is kept locked at all times when not in use. Free, unsupervised, access is not available to the general school populous.

Keys are held by:

- The caretaker on site
- School reception office
- Other persons who use the lift regularly – e.g. disabled member of staff, SEN team who work with pupils who use wheelchairs.

The key kept in the school reception office is logged out and back in, and only named staff are issued with the key.

School pupils, staff, and visitors who wish to use the lift must have permission from the school to do so. Staff are advised to let a colleague know when they use the lift so that the alarm can be raised within a few minutes if the person using the lift does not reach their destination.

Pupils not allowed to use life unaccompanied by a member of staff at all time.

VINCI staff (including their sub-contractors and visitors) will obtain permission to use the lift from the caretaker on site.

Weekly checks are done by the caretaker to ensure that there is satisfactory two-way communication between the person in the lift and the alarm receiving centre. Any issues are raised to VINCI management.