Allianz Engineering Inspection Services

Risk Assessments and Method Statement (RAMS) for Lifts

Client/Location	
Address	
Date	

This is a full Risk Assessment and method Statement for the purposes of an Engineer Surveyor (Competent Person) carrying out the designated inspection of passenger and/or goods lift(s).

Competent Person

The term 'Competent Person' refers to not only the individual employee who carries out the duties of inspection, but also the Inspection Body which employs the Competent Person.

Authorisation and Competency

Authorisations are maintained through the regular and routine field auditing of all Engineer Surveyors, and through a continuous technical development and training programmes; this is supported by our accreditation to BS EN ISO/IEC 17020:2012 – Conformity Assessment Requirement for the Operation of Various Types of Bodies Performing Inspection.
As a UKAS certified Type A Inspection Body we maintain the competencies of all our Engineer Surveyors in line with BS EN ISO/IEC 17020:2012 whilst ensuring impartiality and independence.

Client Responsibilities – Provision of:

- Safe area in which the Engineer Surveyor can work
- Site induction (The Engineer Surveyor will provide their mobile telephone number for emergency preparedness requirements)
- Responsible Person name and telephone number
- Permit(s) to Work as required
- Sight or a copy of the Asbestos Register or confirm that the area is free from Asbestos Containing Materials
- Instruction manuals, previous inspection reports, test certificates, maintenance and repair details if requested by the Engineer Surveyor
- Access/keys that are necessary for the inspection to be carried out
- Cleaned down equipment prior to inspection
- Suitable means of access/egress and assistance during the inspection if requested by the Engineer Surveyor
- Rescue Plan arrangements and equipment as/if required
- Isolated plant/equipment and fire detection systems as necessary

NOTE: In preparation for the inspection of the lift(s), a discussion will always take place between the Engineer Surveyor and the Responsible Person/Designated Contact to discuss the above points prior to site attendance. This discussion will include the lift(s) to be examined and any site specific requirements to enable a successful visit for both parties. Where the Risk Assessment identifies control measures that shall include a rescue plan, this will be discussed with the Responsible Person/Designated Contact prior to the visit. The rescue plan (if required) and the provision of a suitably qualified and trained rescue team is the responsibility of the Client.

Task

The inspection will involve a critical visual scrutiny of the equipment, in and out of service, using suitable techniques including testing and measurement as applicable to assess its actual condition and whether, for the period up to its next inspection, it will not cause danger when properly used if normal maintenance is carried out.

Dynamic Risk Assessment

The Engineer Surveyor will carry out a site-specific Dynamic Risk Assessment on the day of the inspection, RA1 Engineer Surveyor Risk Assessment.

Risk Assessment

As below and supported by point of activity dynamic Risk Assessments RA1 (Engineer Surveyor Risk Assessment, RA2/RA3 (Site Safety Assessment), if required, & RA4 (Safety Risk Assessment – Lift).

	Ref: OHS 6.1.2 -01 LC-03	
1	**Location/ Site Details:** Various	
2	**Activity:** Examination of lifts (passenger and goods)	
3	**Persons At Risk (who might be harmed):** Engineer Surveyors, Special Service Engineers, Specialist Engineers, Senior Operations Team Leaders, trainee Engineer Surveyors, contracted staff and others not employed by AEIS (i.e. client's staff, members of the public). **Responsible Manager(s):** Area Technical Operations Manager, Regional Technical Operations Manager, Chief Engineer, Engineering Standards Manager, Specialist Engineers, Special Services Manager and HSQ Manager.	
4	**Hazard(s) (potential to cause harm)** • Hazards associated with the examination activity. • Slips, trips & falls. • Shearing, crushing, impact, entanglement with stationary and moving parts. • Entrapment or isolation from means of escape (structural failure/breakdown or injury/ill health) • Unexpected movement of machinery.	**Control Measures** • Undertake dynamic risk assessment on arrival at site and throughout the inspection in accordance with Engineer Surveyor Risk Assessment RA1. • Maintain personal awareness of activities taking place on site and acting accordingly. • Complete Risk Assessment for lifts (RA4).

	• Electricity/gas exposure • Oil/grease/water. • Hazards from other activities taking place on site • Biological, Chemical, Medical hazards (including discarded syringes). • Environmental conditions – exposure to heat/cold or poor lighting.	• Where required, undertake and adhere to Risk assessments RA2 & RA3. • Only examine equipment relevant to authorisation/training. • Undertake Examinations in accordance with Allianz document - ES-LC-01 Safety, and the Allianz technical modules relevant to the specific lift type being examined. • Access car top after completing SAFed LR1 Car Top Access procedure. • Access lift pit after completing SAFed LR1 Pit Access procedure. • Adhere to OHS 6.1.2-01-SSOW-02 OHS Safe Systems of Work – Lift Examinations. • Always report to the responsible person on site on arrival and on leaving the location, signing in as appropriate. • Observe and apply any site/client specific control measures. • Take control of inspection area (post signs, erect barriers, isolate power supply as appropriate, make staff in area aware of your presence and activities). • If assistance is required with the examination, use only competent trained engineers. • Suitable and sufficient emergency rescue arrangements to be in place, prior to commencement. • Apply AEIS “Lone Working” policy and establish effective communications with the responsible person to check on and ensure your safety and wellbeing. • Ensure work area is well ventilated and free of noxious gases. • Take into account other activities on site when making examination appointments and avoid likely busy periods of use. • If suitable control measures cannot be put into place, raise with the responsible person, if

		necessary leave site and issue a suitably worded plant not available notification. • Where environmental conditions do not allow for safe working, raise with the client. Where necessary, leave site and issue a suitably worded plant not available notification.
5	**Potential Outcome:** 5: Fatality or life changing injury	**Probability/Severity:** AEIS Employees: 3 moderate x 5 very high Others: 2 unlikely x 5 very High
6	**Risk to others:** 10: Medium	**Risk to AEIS employees:** 15: High
7	**Re assessment after application of control measures**	
8	**Potential Outcome:** 5: Fatality or life changing injury	**Probability/Severity:** AEIS Employees: 2 unlikely x 5 very high Others: 1 rare x 5 very high
9	**Residual Risk to others:** 5: Medium	**Residual risk to AEIS employees:** 10: Medium
10	**Other useful information to be considered:** None/Non-Applicable	
11	**Conclusion/ Recommendations:** The risk can be controlled and is considered acceptable, as far as is reasonably practicable, with the stated control measures in place**.**	
12	**Reviews and further actions:** Review at a maximum period of 12 months - or sooner if information emerges that the risk assessment is no longer suitable/sufficient.	

Risk Matrix to be applied to all tasks

Probability					
5 (Almost certain)	5	10	15	20	25
4 (Likely)	4	8	12	16	20
3 (Moderate)	3	6	9	12	15
2 (Unlikely)	2	4	6	8	10
1 (Rare)	1	2	3	4	5
	1 (Very low)	2 (Low)	3 (Medium)	4 (High)	5 (Very high)
	Severity				

Probability of the event occurring:

1. Rare: Less than once every 10 years
2. Unlikely: Once every 5 to 10 years
3. Moderate: Every 1 to 5 years
4. Likely: Every 6 to 12 months
5. Almost certain: Every 1 to 6 months

Severity of the event:

1. Very low: Very minor injury
2. Low: Minor injury requiring first aid
3. Medium: Lost time injury
4. High: RIDDOR reportable injury
5. Very high: Fatality or life changing injury

Ranking:

Green (1- 4): Low risk
Yellow (5 – 12): Medium risk
Red (15 – 25): High risk

METHOD STATEMENT

INTRODUCTION

The purpose of this information is to provide guidance when conducting the thorough examination of a lift installation.

The routine can be used for any lift installation, whether it is a high-speed passenger lift, passenger/goods lift, goods only lift, service lifts or machine room less lifts (MRL).

The Competent Person shall check that any documents provided are relevant to the plant or equipment being inspected. The examination shall include at least the following:

- A thorough visual inspection of the lift; removal of inspection covers by the Competent Person may be necessary to facilitate this inspection.
- Functional operation of the lift for the configuration as seen at the time of inspection.
- Travel on lift car top to enable inspection routine within the lift shaft.
- Access to the lift pit to enable access to under the lift car, and the inspection to be completed.

The Engineer Surveyor shall:

- Take control of the inspection area. This will include posting signage, utilising the site supplied safety barrier(s), making staff aware that the lift is out of service for thorough examination purposes.
- The tools required will be dictated by the type if installation but would be likely to include torch, tape measure, knife, adjustable spanner, door release key and wedges.
- When accessing the lift car top SAFed LR1 Car Top access procedure will be followed, which ensures safe access/egress and the functionality of all stopping devices.
  PPE for accessing the lift shaft (car top and lift pit) will be dictated by the type of installation and is at the decision of the Engineer Surveyor.
  Lighting levels should be suitable and sufficient for safe visual examinations in the lift shaft.
  In the case of entrapment refer to Emergency Preparedness below.
- When accessing the lift pit SAFed LR1 Lift Pit access procedure will be followed, which ensures safe access/egress and the functionality of all stopping devices.
  Lighting levels should be suitable and sufficient for safe visual examinations in the lift pit.
  In the case of entrapment refer to Emergency Preparedness below.

The inspection shall establish that:

- The lift operates safely.
- The previously reported defects have received attention.
- Safety devices are in place and functioning properly.
- Guarding is in place, secure and, where applicable, functions correctly.
- Any warning notices and other required operating instructions are fixed in position and are clear and unambiguous.

The inspection shall also establish:

- The presence of damage, distortion, defects or modification, which affect the safe operation of the lift.
- The presence of other defects which could cause future failure and / or danger also adversely affect the Competent Person's ability to identify defects.
- That the lift resets correctly and returns to service.

Notes:

- The above procedure is not a definitive list, but meant as guidance to a structured routine examination.
- It is important to establish a flowing structured routine, so that nothing is missed and to prevent duplication of effort - or "yo-yo" effect.
- Engineer Surveyors should ensure that travel upward on the car top is minimised in all cases. Remember, fatalities and accidents have occurred when travelling upward on car-top.

Emergency Preparedness

In support of duty of care for the Engineer Surveyor on site, the Designated Person/Site Representative shall remain on site for the duration of the inspection.

In the unlikely event that something should go wrong and you are concerned for the welfare of the Engineer Surveyor, follow these steps:

1. Phone the Engineer Surveyor on their mobile number provided.
2. Go to the lift motor room or lift control panel and look for the Engineer Surveyor.
3. Go to the nearest landing door of each lift and shout for the Engineer Surveyor.
4. Call Total Mobile Protect/Safe Hub (Safety monitoring company) on 0333 207 6606, tell them of your concern and give them the Engineer Surveyor's name.

If you know or believe that the Engineer Surveyor has been injured whilst in the lift shaft or motor room and is not responding, please call the Fire Brigade to reach the Engineer, and the Ambulance to provide medical treatment.

Alternatively, call the Allianz Engineering Inspection Services ICE (In Case of Emergency) telephone number on 0800 783 1093.

Alternatively, call the Health, Safety & Quality Manager Jane Nash on 07385 388723.

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