

SAFETY RISK ASSESSMENT



Not for Display – Retain in Client File

Client:

Lift/Plant No:

Location:

Risk Value Key

If responses to the questions detailed below are deemed to be "Yes" then the risk should be considered to be "Low". If the response to the questions is "No" then you will need to establish if the level of risk is "Medium" or "High". If a risk is identified then the control measures should be recorded in the notes section below. L = LOW – minimal risk exists and is controlled
 M = MEDIUM – risk exists and control measure in place
 H = HIGH – risk exists and requires attention

1 Machine Room:

- a Are all access doors and hatches locked and are the keys controlled?
- **b** Is the machine room easily accessible?
- c Is there adequate headroom (i.e. 2.14m)?
- d Is the level of normal lighting suitable for purpose?
- e Is emergency lighting fitted?
- f Is the mains isolator located adjacent to the machine room access point?
- g Is there a suitable means to isolate the equipment for examination work?
- h Is there suitable means of access to inspect the equipment?
- i Plinth mounted equipment, is the perimeter of the plinth suitably guarded?
- j Are all exposed moving parts of the machinery painted yellow/guarded?
- k Is a stopping device located adjacent to the lift machine?
- l Is the control equipment suitably enclosed/guarded?
- **m** Is there an adequate sized rubber mat at the front of the control panel and rear if applicable?
- n Common machine rooms, are individual pieces of equipment clearly identified?
- Is the standard of machine room housekeeping good (i.e. clean, free from rubbish/redundant parts, etc)?
- **p** Is the machine room used solely for the lift installation (i.e. no other utility services installed/routed or accessed through the machine room? e.g. water, communications, heating)?

L/M/H	Comments

2 Lift Car Top:

- **a** Is there a refuge space of a minimum 0.8m x 0.6m x 0.5m on the car top when the counterweight is resting on fully compressed buffers?
- Are all clear gaps between the car top and lift well walls less than 300mm (i.e. are fall hazards present)?
 If gaps are greater than 300mm are suitable control measures in place (i.e. safety harness usage, guarding, etc)?
- c Is a safety gear mechanism fitted?
- **d** Is there sufficient working space on the car roof and will this support anticipated load?
- e Are moving parts on car roof guarded (i.e. pulleys, guide rollers, door gear etc.)?
- f If fitted is any car top light suitably guarded?

3 Car Top Control Facilities:

- a Is an accessible stopping device available (i.e. within 1m)?
- **b** If fitted, is the car top control fit for purpose and suitably located?
- **c** If no car top control is fitted can the examination be carried out in a safe and satisfactory manner without travelling on the car top?
- **d** If fitted when the maintenance limit is operated is there safe egress or a communication device available?

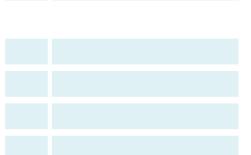
4 Lift Well:

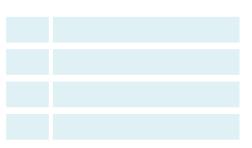
- a Are all pulleys accessible (without special provisions)?
- **b** Are full height division screens fitted and of adequate strength (common lift wells)?
- **c** Is there adequate lighting provided in the lift well (i.e. well lighting, car top light, remote hand lamp)?
- d On restricted lift car tops is the counterweight painted yellow?

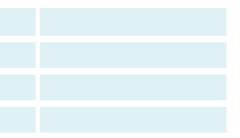
5 Lift Pit:

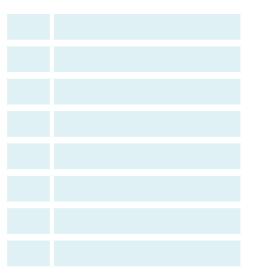
- a Is a suitable stopping device fitted?
- **b** If fitted, is the stopping device located in a position that can be reached from both the landing threshold and when standing in the lift pit?
- **c** Is there a refuge space of a minimum 1m x 0.6m x 0.5m in the lift pit, when lift car is resting on fully compressed buffers?
- **d** Is a mechanical restraint device available and safety notice fitted (i.e. pit prop/guide stop bracket for hydraulics or reduced pit depths)?
- e Is there a counterweight screen fitted?
- f Is a pit division screen fitted (i.e. 2.5m high, common lift wells)?
- **g** Is the lift pit free from all hazardous debris (i.e. sharp objects, medical waste, fluids, etc)?
- **h** Is there a safe means of accessing the lift pit (i.e. ladder if deep pit with suitable hand holds)?

L/M/H Comments









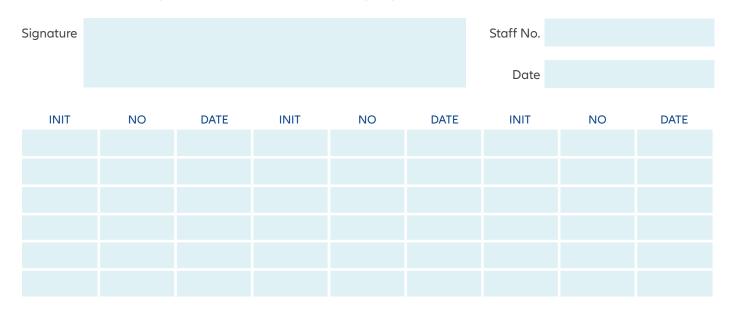
6 General:

- a Are persons present on site who could organise rescue/summon assistance in the event of an accident/incident?
 If No other persons are on site who can organize rescue, what other arrangements are in place and are they suitable?
- **b** Is the site free from activities or substances that could create a hazard to personnel?
- c Is the lift well or lift machine room free from any suspect materials (i.e. asbestos, broken concrete, loose brickwork, bird ingress etc)?
- **d** Is the installation free from unexpected hazards that could pose a danger to personnel (i.e. sharp edges or unusual trapping points)?
- e Is there a landing safety barrier available on site?

Please observe the following:

Report your presence on site. Display "Out of Service" notices and use safety barrier(s).

Report when leaving site. Verify the integrity and correct function of the car top control before travelling on the car top. **Never travel on the car top with the control switch in the normal/run position.**



Lift Reset/Site Notes/Risk Control Measures:

ACE1241_10 10.23

L/M/H Comments