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| Ref. IRE 02 | Task/Activity: Operation of Goods & Passenger Lifts | | | | Assessment date: |
| Unit No: | Unit name/location: | | | | Assessed by: |
| **Hazard** | | | **Safety Risk** | Safe System of Work / Control Measures | |
| Trap Injury  Trip hazard  Breakdown whilst people are in the lift  Lift Collapse & overloading  Manual handling | | | Cuts, bruising & possible fractures  Slips, trips and falls  Crush injuries  Back and muscle strain | * Lifts to be used only by trained employees. * Follow manufacturer’s user instructions and site guidelines where they are available. * The safe working load should be clearly displayed at or inside the lift. Ensure that safe working load is not exceeded. * Lifts are subject to requirements set out in chapter 2 of the Safety, Health and Welfare at Work (General Application) Regulations, [S.I No.299 and 732 of 2007].Lifts must have a periodic thorough examination by a competent person every 6 months. * Under no circumstances should goods lifts be used for carrying passengers unless they meet all the requirements for passenger lifts. * Lifts which are not designed for lifting persons shall be clearly marked to this effect. * Lifts should not be used in the event of a fire. * Push & hold the ‘Door Open’ button if doors need to be held open. * Never attempt to stop a closing door, wait for the next lift. * In the event of a breakdown or if persons are trapped in the lift, then the relevant Lift Service Company must be contacted immediately. (insert- local procedures here) * Unauthorised personnel must not enter lift motor rooms for any reason. * Persons should not attempt to enter the lifts when they are being serviced. * Ensure the area outside the lift is maintained free from obstruction to reduce trips and falls. * The carriage of gas cylinders or other potentially hazardous materials should be carried in the goods lift where possible, and such loads must be secured and not be accompanied by persons. * The entrance into the lift should be level to the outside flooring and free from gaps, dips, obstructions, (the outside floor and inside of the lift should meet and be level). Report any defects to the client. * Trolleys must be able to be pushed into a trolley over a level surface. Never attempt to lift a trolley or forcefully push a trolley in or out of a lift. | |
| **Who may be affected by the task/activity?**  **(Tick all applicable boxes)** | | |
| Compass employees/Agency staff | |  |
| Customers / Client staff | |  |
| Visitors / Members of the Public | |  |
| Maintenance personnel | |  |
| Delivery personnel | |  |
| Other (specify below) | |  |
| **IMPORTANT - This risk assessment should be reviewed every 3 years, or whenever there is a significant change in the task or activity and following any accident or incident involving this task or activity. This risk assessment must be retained for a period of 6 years.** | | | | | |