



Turves Green Primary School

Policy for Mechanical Lift Usage

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Links to Rights Respecting:

A2: The convention applies to every child whatever their ethnicity, gender, religion, abilities, whatever they think or say, no matter what type of family they come from.

A23: A child with a disability has the right to live a full and decent life in conditions that promote dignity, independence and an active role in the community

A28: Every child has the right to education no matter who they are, regardless of race, gender or disability; if they're in detention, or if they're a refugee.

Policy for Mechanical Lift Usage

1. Policy Statement

Turves Green is a Fully Accessible Mainstream ('FAM') Primary school and as such prides itself upon being accessible to all. We ensure that our facilities enable every child to have their right to an education met.

To support this right, Turves Green primary has one mechanical lift which enables children and adults to access the ground and first floor of the primary school.

This policy explains the purpose of the mechanical lift and also procedures to be followed in the event of a breakdown.

2. Mechanical Lift Usage

The lift is available for the use of staff and children to enable them to access the first or ground floors. The following key points must be adhered to when choosing to use the lift:

Adults

- a) A single DBS checked adult may use the lift if they require it due to physical needs or due to the quantity/ weight of items that need transporting
- b) Non-DBS checked adults should be accompanied by a DBS-checked adult when children are on site
- c) When children are not on site, non-DBS visitors (such as works people) may use the lift unaccompanied if their needs match those described in 2a.
- d) When children are not on site (i.e. early morning, late evening or during school holidays), adults are advised to carry a mobile phone in the lift so that they can follow the emergency procedure (see 3f).

Adults and children

- e) A minimum of three people should use the lift concurrently if a child is present:
 - o one DBS checked adult and two children or
 - o two DBS checked adults and one child
- f) The exception to 2e. is if a child has an Education Health and Care Plan for Physical Difficulties ('PD') and has a FAM place. In this instance, the child and their named, DBS-checked, adult may use the lift together. These children will have a Physical Management Plan and the adults that can support them will be named within this document

Children

- g) Children may use the lift due to physical needs. Communication between home and school must have occurred prior to a decision being made that the use of the lift is appropriate.
- h) children may use the lift without an adult if:
 - o they are accompanied by another KS2 child
 - o the children have been given permission to use the lift by a regular staff member under the grounds described in 2g.
 - o the adult giving permission has directed the children to read the emergency procedure
 - o neither child has a PD that would require additional assistance

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Equipment

- i) Staff and allocated children (such as lunch trolley monitors) may send equipment in the lift due to their weight, structure or quantity

In all of the above variations, the maximum lift weight limit of 630kg (8 persons) must be adhered to.

3. Breakdown

Breakdown

If the lift stops working with no trapped passengers, the Site Manager will be responsible for contacting the appropriate company to fix the lift

- a) Where possible, we will always aim to have the lift in full working order within 48 business hours
- b) Cost-effectiveness will always be considered
- c) The SENDCo will facilitate children with PD to undertake their learning in a ground floor classroom
- d) If a child with PD is on the first floor when the lift breaks down procedures explained in their Personal Emergency Evacuation Plan ('PEEP') will be followed
- e) Any other children requiring the lift at that time (i.e. in the event of a broken limb) will be moved to the ground floor using the safest approach as advised by parents/ carers

Trapped Passengers

- f) Trapped passengers should follow the instructions displayed inside the lift:

Procedure for Passengers Trapped in Lift

- 1- Trapped Passengers raise lift alarm
- 2- Site staff ring Pickering Lift Company 01642 607161
- 3-Lift company will ring back with an estimated time of arrival
- 4-A member of staff must talk to the people in the lift, keeping them informed on the situation and keep them at ease.
- 5-If there is a medical emergency the fire brigade must be called on 999
- 6-Lift company arrive on site and given keys to the lift room.
- 7-People released from lift.

Equipment

- g) **Alarm:** when the alarm is raised, a siren will sound and a light outside the lift doors will flash blue
- h) **Lift Room:** the lift room is situated on the right-hand side of the rear entrance (first grey door)

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4. Securing Confidence

To support children who are regular users of the lift (namely those with a FAM place), the SENDCo will co-ordinate termly practice drills. These drills will involve:

- i) Explaining which button to press in the event of a breakdown
- j) Practicing locating the emergency button with eyes closed (to replicate a fault with lighting)
- k) Demonstrating what happens outside the lift when the emergency button has been pressed
- l) Explaining the procedure for what will happen next (as displayed in the lift and explained in section 3 of this policy)

5. Our Responsibilities

To ensure the mechanical lift functions correctly, the site manager will ensure that:

- a) The lift is serviced at least annually (currently through Pickering Lift Company – 01642 607161)
- b) Any faults are reported within 24 business hours to the servicing company (see 5a.)
- c) ‘Trapped Passenger’ procedures are displayed in the lift
- d) Office staff are aware of their duties in the event of a lift breakdown

To ensure the mechanical lift is used appropriately, the SENDCo will ensure that:

- e) This policy is shared with all stakeholders via the school website
- f) Children with physical difficulties (‘PD’) who regularly use the lift, take part in a drill each term

To ensure the mechanical lift is maintained, all employees will ensure that:

- g) They report any faults or missing information to the site manager upon finding them

6. Links with other policies or documents

This policy links to our policies on:

- Accessibility
- Policy for SEND and Information Report