



## LIFT USAGE

### A Statement of Policy

#### Statement

Wolgarston High School has introduced a Lift Usage Policy in order to ensure that appropriate use of the lift is maintained at all times so that students, staff, visitors and contractors all operate it in a safe manner.

#### Aim

This policy aims to define when any lift may be used and under what circumstances.

#### Assessment of Use

The lift will be made available for any person who has a disability which prevents him or her from using the stairs. This disability may be permanent or temporary e.g. broken limbs, medical conditions, etc. A full assessment of the need will be conducted by a member of staff from the Family and Student Services Centre. This assessment will ensure that all medical needs are properly addressed, gain agreement with parents/carers, where necessary, and provide any necessary training. Regular reviews will be conducted. Contractors/visitors/staff may use the lift when it is necessary to relocate equipment from one floor to another. Lift keys are available from site management and should be obtained direct from them so that operational instructions can be issued.

#### Procedure for Use

##### Student Use

A formal review with student and parent(s)/carer(s) would be conducted and would include the following:

- ❖ Number of weeks user is likely to require use of lift (if not permanent need);
- ❖ Issue of the key and highlight responsibility;
- ❖ Identification of a "buddy" to accompany the student when using the lift (parental approval to be sought on this point);
- ❖ Agreement from the student to use the lift sensibly and safely. Instructions to be given on procedures in the event of a lift breakdown.
- ❖ Instruction on emergency procedures: in the event of an emergency, the lifts would be out of action; therefore a safe area would be identified where student would remain until appropriate staff could arrange for his or her safe removal from the building. A member of staff will stay with the student, where possible.

##### Adult Use

- ❖ For adults, the only assessment which would be required would be carried out by site management, giving guidelines for operational use.

## Commitment

As a school we are committed to making continuous improvement in all aspects of school life. This statement of policy is dynamic in that it is subject to monitoring, evaluation and modification.

## Responsibilities

The school will ensure that the lift is properly maintained and that a telephone is available inside for emergency use. No one should use the lifts out of hours. A formal agreement would be entered into by the student, parent/carer and the school to ensure that all parties are aware of their responsibilities (see Appendix A). Any misuse of the lifts by the student will lead to the removal of this facility.

Ultimate responsibility for this policy's introduction and implementation lies with the Head Teacher in consultation with the Governing Body. It is important to recognise that all staff, students and parents/carers have an active part to play in the evolution, development and maintenance of this policy.

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Date adopted by Governing Body: 16 March 2009

Frequency of Review: Annual Next Review: March 2010

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Location: N:\Admin Network Data\Policies\Current Adopted Policies\WHS Policy Lift Usage.doc

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## AGREEMENT FOR USE OF LIFTS BY STUDENTS

- ❖ I have been instructed on the safe and sensible use of the lifts in school.
- ❖ I have been instructed on what to do if the lift breaks down whilst I am inside it.
- ❖ I know I must not use the lift in an emergency of any kind.
- ❖ I have been instructed on the “safe area” procedures to use in case of emergency evacuation of the school.

Signed ..... (Student)    Print name .....    Date .....

Signed ..... (Parent/Carer)    Print name .....    Date .....

Signed ..... (“Buddy”)    Print name .....    Date .....

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Lift keys issued to ..... on ..... (date of issue)

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Date of Return of Keys to Family and Student Services Centre .....

Name of person returning keys .....

Name of person receiving keys .....