



**PENK VALLEY
ACADEMY TRUST**

Lift Useage Policy

Ratified at PVF Finance & Premises Governing Body March

Reviewed by PVAT Board of Trustees June 2018

Frequency of Review: Every 3 years

Amendments

2017 – SMC, JA

2017 – TP – SJFS added

2018 – TP – updated for PVAT

Aim

Penk Valley Academy Trust Board of Trustees implements this policy to define when any lift may be used and under what circumstances.

It is recognised that this policy only applies to Wolgarston High School, as no lifts are currently located in any other Penk Valley Academy Trust Schools.

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 pastoral staff. 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)
- Information given on keyholders/location of keys;
- 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 Board of Trustees. 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.

Review of Policy

This policy will be reviewed every 3 years, or before if necessary by the Academy Trust Board of Trustees

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

A Block Lift Key is located in Visitor Reception

C Block Lift Key is located in the Science Prep Room
