



Generally you should have at least two competent inspections of lifts every year. Lifts must be 'maintained' and must also be 'examined'. One person must thoroughly examine the lift every 6 months and one must maintain it (normally annually).



In theory they can be the same person **but** safety guidance advises against this otherwise the same person is inspecting his/her own work standard!

'LOLER' (The Lifting Operations and Lifting Equipment Regulations) requires that all lifts are thoroughly examined by a "**competent person**" at regular intervals. This means that you have a legal responsibility to ensure that the lift is thoroughly examined and that it is safe to use.

A thorough examination is a systematic and detailed examination of the lift and all its associated equipment by a competent person. It may include some testing, if the competent person considers it to be necessary.

The competent person will normally determine what tests are required, taking account of the relevant guidance and standards and you are recommended to insist on this approach. Thorough examination should not be confused with preventive maintenance. 'In-house' trained and competent employees may also undertake regular "visual inspections".

Duty holders must:

- maintain the lift so that it is safe to use;
- select and instruct the competent person;
- ensure that the lift is examined at statutory intervals (every 6 or 12 months) or in accordance with an examination scheme drawn up by a competent person;
- keep the competent person informed of any changes which may affect lift safety;
- make relevant documentation available to the competent person;
- act promptly to remedy any defects;
- ensure that all documentation complies with the Regulations; and
- keep records.

A **competent person** is someone who has sufficient technical and practical knowledge of the lift to be able to detect any defects and assess how significant they are. If the competent person identifies a defect which presents an 'existing or imminent risk of serious personal injury' they are also legally required to send a copy of the report to the enforcing authority. By law, the report must contain certain information, specified in Schedule 1 of LOLER.

You are legally required to ensure that reports of thorough examination are kept available for consideration by health and safety inspectors for at least two years.

Need more help? Why not sign up to one of our three H&S Competent Person Packages from just £99 per month plus VAT. Email info@safetyisthekey.co.uk or visit [www. Safetyisthekey.co.uk](http://www.Safetyisthekey.co.uk)

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