



HEADLANDS SCHOOL
SINCE 1965

Lift Policy

Written by	Director of School Business Operations		
Creation date	Summer Term 2026		
Adopted by Governors	Summer Term 2026		
Reviewed by		Date	
Next Review Date	Summer Term 2027		

Headlands School

1. Purpose

This policy sets out the safe, controlled, and appropriate use of the lift at Headlands School. The lift is provided to support accessibility and to ensure that individuals with mobility needs can move safely around the school site.

2. Legal Framework

This policy aligns with:

- The **Equality Act 2010** (duty to make reasonable adjustments)
- The **Health and Safety at Work etc. Act 1974**
- Guidance from the **Health and Safety Executive (HSE)**

3. Scope

This policy applies to:

- Students
- Staff
- Visitors
- Contractors

4. Key Principles

- The lift is **restricted for authorised use only**.
- Priority is given to individuals with **medical or accessibility needs**.
- All users must act responsibly and follow safety procedures.

5. Authorised Use

5.1 Students

Students may only use the lift if they:

- Have a temporary or permanent medical condition or injury, or
- Have been issued with a **valid lift pass**

5.2 Staff

- Staff may use the lift where required for medical reasons or work-related purposes.

5.3 Visitors

- Visitors may use the lift only when authorised by a member of staff.

6. Lift Pass System

- Students requiring access must apply via the school office, pastoral team, or SENCO.
- Medical evidence may be requested.
- Approved students will be issued a **lift pass**, which:

- Must be carried at all times
- Is non-transferable
- Will be reviewed regularly

7. Supervision

- Students should not use the lift unless authorised.
- Where possible, students should be accompanied by a member of staff or responsible peer.
- The lift must not be overcrowded at any time.

8. Safe Use

All users must:

- Follow instructions displayed within the lift
- Use the lift in a calm and sensible manner
- Respect the maximum capacity
- Report any faults or concerns immediately

9. Prohibited Use

The following actions are strictly prohibited:

- Using the lift without permission
- Misuse (e.g. jumping, tampering with controls, overcrowding)
- Allowing others to use a lift pass
- Using the lift during fire alarms or emergencies (unless part of a Personal Emergency Evacuation Plan)

10. Emergency Procedures

- The lift must **not be used during a fire alarm** unless specified in a PEEP (Personal Emergency Evacuation Plan).
- If trapped in the lift:
 - Remain calm
 - Use the emergency alarm button
 - Await assistance from staff
- Any incident must be reported immediately.

11. Maintenance and Safety

- The lift will be regularly inspected and maintained in accordance with legal requirements.
- Any faults must be reported immediately.
- The lift may be taken out of use if safety concerns arise.

12. Sanctions

Misuse of the lift may result in:

- Removal of lift privileges
- Behaviour sanctions in line with the school's behaviour policy
- Further disciplinary action if required

13. Responsibilities

Students

- Use the lift responsibly and only when authorised

Staff

- Monitor use of the lift
- Challenge unauthorised use
- Report issues promptly

Senior Leadership Team

- Oversee implementation of this policy
- Approve lift access arrangements
- Review this policy regularly

14. Equality and Inclusion

Headlands Secondary School is committed to ensuring equal access to facilities. This policy supports the school's duties under the **Equality Act 2010** by making reasonable adjustments for those with medical or mobility needs.

15. Monitoring and Review

This policy will be reviewed annually, or sooner if necessary, to ensure it remains effective and compliant with current legislation and school practice.

HEADLANDS SCHOOL

LIFT PASS

Student Name: _____

Year / Tutor: _____

Reason for Access: _____

Valid From: _____

Valid To: _____

Conditions of Use:

- *This pass must be carried at all times*
- *Not transferrable*
- *Must be shown to staff when requested*
- *Use only when authorised*
- *Misuse may result in withdrawal of lift access*

Authorised by: _____

Signature: _____

Date: _____

HEADLANDS SCHOOL

LIFT NOTICE – RESTRICTED USE ONLY

WHO CAN USE THE LIFT?

- ✓ Students with a lift pass
- ✓ Students with a medical condition or injury
- ✓ Staff members
- ✓ Authorised visitors

WHO CANNOT USE THE LIFT?

- Students without permission
- Students without a lift pass
- Use for fun, convenience, or dares

LIFT RULES

- ❖ Use the lift calmly and safely
- ❖ Follow all instructions inside the lift
- ❖ Do not jump, push, or misuse
- ❖ Do not overcrowd – respect capacity
- ❖ Lift passes are non-transferable

IN AN EMERGENCY

- Press the alarm button inside the lift
- Stay calm and wait for help
- DO NOT use the lift during a fire alarm (unless instructed)

MISUSE WILL RESULT IN

- Loss of lift access
- School sanctions
- Further action if necessary

KEEP OUR SCHOOL SAFE AND ACCESSIBLE FOR EVERYONE