

Goods Lift Operation Guidance Note

This guidance document has been prepared by the Royce Technical and Safety Teams. It details the operations of the Royce goods lift, lift priority keys and process for transporting gas cylinders, cryogenic containers and chemicals safely. Please contact technicalservices@royce.ac.uk if you have any questions on this document.

Please be aware this is a guidance note only - individual specific risk assessments must be completed and activities should only be undertaken by personnel who have completed the cylinder handling/cryogenic handling risk assessments and received appropriate training.

Overview

Requests to use the goods lift must go through technicalservices@royce.ac.uk; this ensures the activity is and can be properly risk assessed and that the appropriate H&S measures are in place. The goods lift should only be used for the transport of large loads, i.e. equipment or materials that will not fit in the other passenger lifts, or for the transportation of laboratory materials, chemicals, cryogenic substances and compressed gas cylinders. At the present time, both Royce/UoM staff/students and Balfour Beatty Kilpatrick employees and contractors use the goods lift.

Note, at the current time, all lifts respond to the weekly fire alarm test (Tuesdays at 2pm) by automatically returning to the ground floor. Do not use the goods lift to transport materials between 13:55 – 14:05 on Tuesdays, or until the fire alarm test is finished. Please plan this into any transport activities.

Lift Priority Keys

The lift priority key control is at the bottom of the lift console. When you turn the key, the display will read 'PRIORITY SERVICE'. The keys are useful when the lifts have to be isolated for the transport of specific items (e.g. gas/liquid cylinders) as they stop people calling the lift from other floors. You can request the priority keys from the Royce Technical Team (1.011) or Reception team (G.003); you will be asked to sign the key out, and you must return it as soon as you are finished with it.

Process for transporting cylinders and cryogenic dewars (including cylinders and dewars assumed to be empty)

- You must never travel in the lift at the same time as a pressurised container or cryogenic dewar.
- You must always have two people for this activity – one at the loading site, and one at the removal site.
- You should always check that routes are clear in advance and that your trolley/truck is in working order.
- We advise reviewing the guidance on the on the Safety Services website for [transporting cylinders](#) and the [storage and handling of cryogenic materials](#).

Using the priority keys:

- Insert the key (beneath the lift console) and rotate clockwise for "PRIORITY SERVICE"
- Load the car with your materials, select the destination floor and exit the lift.
- The lift will then travel to the destination floor and will not respond to calls from other floors.
- The 2nd person should be waiting to unload the material at the destination floor.
- Upon reaching the destination, the doors will stay open until it is sent to another floor or returned to normal service.
- To return to normal service, rotate the priority key beneath the lift console and rotate (counter clockwise) to normal operation.

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