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STATUTORY INSTRUMENTS

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1968 No. 849

**SHOPS AND OFFICES**

**The Offices, Shops and Railway Premises (Hoists and Lifts)  
Regulations 1968**

<i>Made</i>	- - -	27th May 1968
<i>Laid before Parliament</i>		11th June 1968
<i>Coming into Operation</i>		28th May 1969

The Secretary of State—

- (a) by virtue of her powers under sections 20 and 80(5) and (6) of the Offices, Shops and Railway Premises Act 1963(a) and of all other powers enabling her in that behalf; and
- (b) after the publication, pursuant to Schedule 1 to the said Act of 1963, of notice of the proposal to make the Regulations and no objection to the draft having been received in regard to which an inquiry is required by the said Schedule to be held,

hereby makes the following special Regulations:—

*Citation, commencement and interpretation*

1.—(1) These Regulations may be cited as the Offices, Shops and Railway Premises (Hoists and Lifts) Regulations 1968 and shall come into operation on 28th May 1969.

(2) The Interpretation Act 1889(b) shall apply to the interpretation of these Regulations as it applies to the interpretation of an Act of Parliament.

(3) In these Regulations, unless the context otherwise requires, the following expressions have the meanings hereby assigned to them respectively, that is to say—

“factory inspector for the district” means, as respects any premises, the factory inspector in charge of the district in which the premises are situate;

“inspector” means an inspector as defined in section 53(1) of the Act;

“lift” includes a hoist but does not include any lifting machine or appliance unless it has a platform or cage the direction of movement of which is restricted by a guide or guides;

“liftway” includes a hoistway;

“mine and quarry inspector for the district” means, as respects any premises, the mine and quarry inspector in charge of the district in which the premises are situate;

“prescribed” means prescribed by order of the Secretary of State; and

“the Act” means the Offices, Shops and Railway Premises Act 1963 as amended by or under any other Act.

*Application of Regulations*

2.—(1) Except as provided in paragraph (2) of this Regulation and subject to the provisions of Regulation 3, these Regulations shall apply to lifts and liftways which are wholly or partly situate in office premises, shop premises and railway premises to which the Act applies, or which are wholly or partly situate in a part of a building which is used for the purposes of, but is not comprised in, premises to which the Act applies.

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(a) 1963 c. 41.

(b) 1889 c. 63.

(2) Nothing in these Regulations shall apply to premises which are in a covered market place, being a covered market place to which section 51 (power to adapt Act in relation to covered markets) of the Act relates.

*Exemptions and modifications*

3.—(1) In the case of a continuous lift, Regulations 7 to 9 shall not apply and in any such case Regulation 6(1) shall have effect as if for the references to six months there were substituted references to twelve months.

(2) In the case of a lift not connected with mechanical power, Regulations 7(2) and (3) and 9 shall not apply, and in any such case:—

(a) Regulation 6(1) shall have effect as if for the references to six months there were substituted references to twelve months; and

(b) any gates required to be fitted under Regulation 7(1) shall be kept closed and fastened except when the cage or platform is at rest at the landing.

(3) In the case of any class or description of lift or liftway specified in the first column of the Schedule to these Regulations, the requirements of the provisions of the Regulations specified in the second column of the said Schedule and set opposite to that class or description shall not apply; subject however to the conditions and limitations (if any) set opposite thereto in the third column of the said Schedule.

*Obligations under Regulations*

4.—(1) In relation to matters within his or their control or within the control of his or their servants or agents, the duty to comply with these Regulations shall be—

(a) in the case of a lift or liftway situate in a building to which section 42 of the Act applies or in premises outside the building being premises occupied together with office or shop premises forming part of the building, upon the owner of the building;

(b) in the case of a lift or liftway situate in a building to which section 43 of the Act applies or in premises outside the building being premises occupied together with office or shop premises forming part of the building, upon the persons who between them own the building; and

(c) in the case of a lift or liftway situate in a set of fuel storage premises to which section 44 of the Act applies, upon the owner of that set of premises.

(2) Except as provided in the foregoing paragraph of this Regulation, the duty to comply with these Regulations shall be upon the occupier of any premises to which the Act applies in connection with which the lift or liftway is used.

*Construction and maintenance*

5. Every lift shall be of good mechanical construction, sound material and adequate strength, and shall be properly maintained.

*Examinations and reports*

6.—(1) Every lift shall be thoroughly examined by a competent person at least once in every period of six months and a report of the result of every such examination in the prescribed form and containing the prescribed particulars shall be signed by the person making the examination and shall within twenty-eight days be sent to the person having the duty under Regulation 4 to comply with these Regulations as respects that lift: provided that where a lift to which these Regulations apply is so situate that it or any part of it is required to be thoroughly examined by virtue of section 22(2) of the Factories Act 1961(a), a thorough examination of that lift shall not be required on any occasion on which it would otherwise be required by the foregoing provisions of this paragraph if and to the

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(a) 1961 c. 34.

extent to which a thorough examination of the lift or any part of it has been made within the period of six months then immediately preceding in accordance with the provisions of the said section 22(2) and a report of the result of the examination has been made as required by the said section 22(2).

(2) The report of the result of every examination made in pursuance of paragraph (1) of this Regulation shall be preserved and shall be kept readily available for inspection by any inspector for two years after the date of the signing of the report.

(3) Where the examination shows that the lift cannot continue to be used with safety unless certain repairs are carried out immediately or within a specified time, the person making the report shall within twenty-eight days of the completion of the examination also send a copy of the report—

(a) to such one or more of the following as the case may require, that is to say, the local authority, the factory inspector for the district and the mine and quarry inspector for the district having, in each case, the duty to enforce these Regulations in the premises in which the lift is situate or in connection with which the lift is used; and

(b) in the case of a lift or liftway situate in a building of which part consists of premises to which the Factories Act 1961 applies, to the factory inspector for the district (except in cases where a copy of the report is required to be sent to him by sub-paragraph (a) of this paragraph).

#### *Enclosures and gates*

7.—(1) Every liftway shall be efficiently protected by a substantial enclosure fitted with gates, and the enclosure shall be such as to prevent, when the gates are shut, any person falling down the way or coming into contact with any moving part of the lift.

(2) Any such gate shall, subject to Regulations 3(1) and (2) and paragraph (3) of this Regulation, be fitted with efficient interlocking or other devices to secure that the gate cannot be opened except when the cage or platform is at the landing and that the cage or platform cannot be moved away from the landing until the gate is closed.

(3) If in the case of a lift constructed or reconstructed before the date of the making of these Regulations, it is not reasonably practicable to fit it with such devices as are mentioned in the last foregoing paragraph, it shall be sufficient if the gate—

(a) is provided with such arrangements as will secure the objects of that paragraph so far as is reasonably practicable; and

(b) is kept closed and fastened except when the cage or platform is at rest at the landing.

(4) Every lift and every such enclosure as is mentioned in paragraph (1) of this Regulation shall be so constructed as to prevent any part of any person or any goods carried in the lift being trapped between any part of the lift and any fixed structure or between the counterbalance weight and any other moving part of the lift.

#### *Maximum working load*

8. There shall be marked conspicuously on every lift the maximum working load which it can safely carry, and no load greater than that load shall be carried on any lift.

#### *Lifts used for carrying persons*

9.—(1) The following additional requirements shall apply to lifts used for carrying persons, whether together with goods or otherwise:—

(a) efficient automatic devices shall be provided and maintained to prevent the cage or platform overrunning; and

(b) every cage shall on each side from which access is afforded to a landing be fitted with a gate, and in connection with every such gate efficient devices shall be provided to secure that, when persons or goods are in the cage, the cage cannot be raised or lowered unless the gate is closed, and will come to rest when the gate is opened.

(2) In the case of a lift constructed or reconstructed before the date of the making of these Regulations, in connection with which it is not reasonably practicable to provide such devices as are mentioned in sub-paragraph (b) of the foregoing paragraph, it shall be sufficient if—

(a) such arrangements are provided as will secure the objects of that paragraph so far as is reasonably practicable; and

(b) the gate is kept closed and fastened except when the cage is at rest or empty.

(3) In the case of a lift used as mentioned in paragraph (1) of this Regulation, which was constructed or reconstructed after the date of the making of these Regulations, where the platform or cage is suspended by rope or chain, there shall be at least two ropes or chains separately connected with the platform or cage, each rope or chain and its attachments being capable of carrying the whole weight of the platform or cage and its maximum working load, and efficient devices shall be provided and maintained which will support the platform or cage with its maximum working load in the event of a breakage of the ropes or chains or any of their attachments.

27th May 1968.

*Barbara Castle,*

First Secretary of State and Secretary of State  
for Employment and Productivity.

#### SCHEDULE

##### Regulation 3(3)

Class or description of lift or liftway	Requirements of the Regulations which shall not apply	Conditions or limitations (if any)
1. Liftways of pavement lifts, that is to say, lifts in the case of which the provision of a permanent enclosure at the top landing would obstruct a street or public place, or yard or other open space within premises to which the Act applies where persons are required to pass.	Regulation 7(1), in so far as it requires the liftway to be protected by an enclosure and gate at or above the top landing. Except in the case of a lift with more than one landing other than the top landing, Regulations 3(2)(b) and 7(2) and (3).	The liftway shall be securely covered or securely fenced at the top landing except when and where access is required for persons, goods or materials. Every gate shall be kept closed and fastened except when the cage or platform is at the landing.

**SCHEDULE**

Regulation 3(3)

Class or description of lift or liftway	Requirements of the Regulations which shall not apply	Conditions or limitations (if any)
<p>2. Mobile lifts used in various positions for the stacking of goods or materials or for loading or unloading directly to or from vehicles, which have no fixed landings above the lowest landing.</p>	<p>Regulations 3(2)(b) and 7(1) to (3) and, when the maximum height of the platform above ground or floor level does not exceed six feet six inches, Regulation 9(3).</p>	<p>The lift shall be so constructed that it is stable and its stability shall in all circumstances be maintained. Where the height of the platform of a lift used for carrying persons exceeds six feet six inches above ground or floor level, the edges of the platform on which persons stand shall be protected to a height of at least three feet above the platform by suitable guard rails, lower rails and toe boards of adequate strength or by other equally effective means; any gate provided shall, unless equally effective means are provided, open inwards only towards the platform and be arranged so as automatically to return to the closed and fastened position; and the button, handle or other device by which the movement of the platform is controlled shall be on the platform and be such that the platform cannot be in motion unless the control device is being held or pressed by a person on the platform.</p>
<p>3. Lifts which are fixed in position and which are used for the stacking of goods or materials or for loading or unloading directly to or from vehicles, which have no fixed landings above the lowest landing and in the case of which the maximum height of the cage or platform above ground or floor level exceeds six feet six inches.</p>	<p>Regulations 3(2)(b) and 7(1) to (3).</p>	<p>The liftway shall be protected at ground or floor level by an enclosure not less than seven feet in height and fitted with a gate or gates in connection with which Regulations 3(2)(b) and 7(2) and (3) shall apply, and if the lift is used for carrying persons it shall be provided with a cage.</p>

**SCHEDULE**

**Regulation 3(3)**

Class or description of lift or liftway	Requirements of the Regulations which shall not apply	Conditions or limitations (if any)
<p>4. Platform lifts which are fixed in position and in the case of which the maximum height of the platform above ground or floor level does not exceed six feet six inches.</p>	<p>Regulations 3(2)(b), 7(1) to (3) and 9(3).</p>	<p>A gate or gates or other means shall be provided to prevent any person being endangered by the underside of the platform or by any fitting attached to it.</p>
<p>5. Liftways of lifts which are not used for carrying persons and into or from which goods or materials are not loaded or unloaded except at a height of not less than two feet nine inches above the level of the floor or ground where loading or unloading is performed.</p>	<p>Regulations 3(2)(b) and 7(2) and (3).</p>	<p>This exemption shall not apply to any gate unless there is a fixed enclosure not less than two feet nine inches in height below the bottom of the gate and reaching down to the level of the floor or ground; and every gate to which this exemption applies shall:— (i) be fitted with an efficient device to secure that the cage or platform cannot be raised or lowered unless the gate is closed, and will come to rest when the gate is opened or, (ii) where it is not reasonably practicable to fit such a device, be kept closed and fastened except when the cage or platform is at rest at the gate.</p>
<p>6. Lifts which are not connected with mechanical power and which are not used for carrying persons, and the enclosures of the liftways of such lifts.</p>	<p>Regulation 7(4).</p>	
<p>7. Lifts in the case of which the doors of the liftway are of solid construction and the interior surfaces of the said doors and of the liftway opposite to any side of the cage in which there is an opening are, throughout the height of travel of the cage, smooth and flush with each other save for any recess designed for</p>	<p>Regulations 9(1)(b) and (2).</p>	

**SCHEDULE**

**Regulation 3(3)**

Class or description of lift or liftway	Requirements of the Regulations which shall not apply	Conditions or limitations (if any)
<p>working purposes and not more than half-an-inch in depth, and hand grips not exceeding one inch in depth provided for closing doors and so constructed as to prevent trapping.</p> <p>8. Liftways of lifts into or from which goods or materials are loaded or unloaded automatically and to the platform or cage of which there is no access for persons.</p> <p>9. Liftways of lifts which are not used for carrying persons and on which the goods or materials stacked on the platform or in the cage are loaded or unloaded with the top layer of the stack at landing level.</p>	<p>Regulation 7(1) in so far as it requires a gate at the openings in the enclosure where goods or materials are loaded or unloaded automatically.</p> <p>Regulations 3(2)(b) and 7(2) and (3).</p>	<p>Means shall be provided at the loading and unloading openings in the enclosure to prevent, so far as is reasonably practicable, any person falling down the liftway or coming into contact with any moving part of the lift.</p> <p>This exemption shall not apply to any gate unless there is a fixed enclosure not less than two feet nine inches in height below the bottom of the gate and reaching down to the level of the floor or ground, and unless any such gate can only be opened or remain open when the floor of the cage or platform is at the landing level or not more than five feet below that level; and when the gate is open the cage or platform shall not be capable of being moved more than twelve inches at one time and at a speed not greater than twenty-five feet per minute; and provision shall be made to prevent any person being trapped by the top of the cage. The arrangements shall be such that when the gate is open the platform or cage cannot be in motion unless the button, handle, or other device by which the movement of the cage or platform is controlled is being held or pressed by a person close to the gate.</p>

**SCHEDULE**

**Regulation 3(3)**

Class or description of lift or liftway	Requirements of the Regulations which shall not apply	Conditions or limitations (if any)
<p>10. Lifts and liftways the landing and cage entrances of which are protected by lattice gates.</p>	<p>Regulations 7(1) and (4) in so far as they relate to the protection to be provided by the gates.</p>	<p>The gates when shut shall extend to the full height and width of the entrance openings and, except in the case of gates installed before the date of the coming into operation of these Regulations, shall have no openings exceeding two and a half inches in width. Measures shall be taken to prevent the access of feet through the cage gate or the landing gate into the liftway, and to prevent the access of fingers through the landing gate to the interlocking mechanism and control devices in the cage or on the platform.</p>
<p>11. Lifts used for raising or lowering or tipping standard-gauge or broader gauge railway rolling-stock.</p>	<p>Regulation 7(1) in so far as it requires the recognised entrances to the enclosure, being entrances through which the rolling-stock passes, to be fitted with gates; Regulations 3(2)(b), 7(2) and (3), and 9(1)(b) and (2).</p>	<p>So far as is reasonably practicable, means shall be provided at such entrances to the enclosure to prevent any person from falling down the liftway or being struck by any moving part of the lift.</p>

**EXPLANATORY NOTE**

*(This Note is not part of the Regulations.)*

These Regulations impose requirements as to the construction, maintenance and examination of hoists and lifts in offices, shops and railway premises. They also require liftways to be enclosed and the provision of gates fitted with devices for securing that the gates cannot be opened unless a lift is at the landing and that a lift cannot be moved away from the landing until the gates are closed. They also require that every lift shall be marked with its maximum safe working load. The Regulations exempt from certain requirements certain lifts and hoists subject to specified conditions and limitations.

