



ELEVATOR USAGE POLICY

Policy Reviewed - March 2024

Date of Next Review - March 2025

Purpose:

This policy aims to ensure the safe and efficient use of elevators within TIAD premises, promoting accessibility and convenience while prioritizing student and staff safety.

Scope:

This policy applies to elevators within school buildings and is applicable to all students, staff, visitors, and contractors utilizing these facilities.

Responsibilities:

MSO: Responsible for establishing and enforcing the elevator policy, ensuring compliance with safety regulations, and overseeing maintenance.

Teachers/Staff: Expected to educate students on elevator safety, monitor their behavior around elevators, and assist in enforcing the policy.

Students: Required to adhere to the elevator policy, follow safety guidelines, and treat elevator equipment with care and respect.

Maintenance Staff/Contractors: Responsible for regular inspections, maintenance, and prompt resolution of any elevator issues.

Safety Guidelines:

- Elevators must not exceed posted maximum capacity limits. These limits are strictly enforced for the safety of all occupants.
- Running, pushing, or any behavior that may cause disruption or endangerment to others is prohibited.
- In case of an elevator malfunction or emergency, occupants must remain calm, press the emergency button, and await assistance.
- Avoid pressing multiple buttons unnecessarily, as this can cause delays and inconvenience to others.
- Priority access to elevators should be given to individuals with disabilities, injuries, or mobility impairments.

Supervision:

During peak usage times, designated staff members will monitor elevator usage to ensure compliance with safety guidelines and to prevent overcrowding.

Priority Usage:

Priority access to elevators may be granted to individuals such as students with disabilities, staff carrying heavy loads, or emergency responders.

Hours of Operation:

Elevators will be operational during school hours and may be available during after-school events or activities as determined by school administration.

Maintenance and Repairs:

Elevator malfunctions or maintenance issues must be reported promptly to school administration or maintenance staff.

Alternative accessibility arrangements will be provided during elevator downtime, if needed, to ensure access for individuals with disabilities or mobility limitations.

Education and Training:

Regular training sessions on elevator safety and proper usage will be conducted for students and staff to ensure awareness and compliance with the elevator policy.

Consequences for Violations:

Violations of the elevator policy, including deliberate misuse or endangerment of others, may result in disciplinary actions in accordance with school policies.

Review and Revision:

This policy will be reviewed annually by the school MSO to address any emerging issues or changes in circumstances.

Communication:

The elevator policy will be communicated to all stakeholders through the school website, student handbooks, signage near elevator areas, staff meetings, and parent communications.

Regards,

Shiny Davison

Principal