

Guidance

G1334

Escalator repair

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1 Purpose

The purpose of this document is to define the generic working procedures, work instructions and individual responsibilities associated with undertaking escalator repair works in an Escalator Machine Room and or Environment.

2 Scope

This Guidance Document applies to all escalators maintained by London Underground (LU), Lifts, Escalators & Pumps.

3 Guidance

3.1 Planning phase 1

- 3.1.1 Possession and access to escalators for routine or planned maintenance is formally requested in advance (28 days) prior to the work taking place.
- 3.1.2 Possession and access to escalators is approved and granted by the Access Planning Department.
- 3.1.3 Problems associated with denied access, possession or contractor “clash” resolution should initially be reported at 11:00 or 14:00 to the Shift Manager and planning department or by the Site Person in Charge (SPC) to the London Underground Control Centre (during Engineering Hours). If a clash cannot be resolved on site, it is reported to the duty shift manager, who will then take the appropriate course of action.
- 3.1.4 Minor escalator repairs may take place during normal opening station hours only with the approval of the Station Landlord (Area Manager) or his representative (DSM or Station Supervisor). For planned maintenance, a valid SABRE number is required. For unplanned maintenance, a fault request number is required.
- 3.1.5 Access and possession of escalator repairs during traffic hours may be arranged subject to approval by the Access Planning Department and Station Landlord (Area Manager).

3.2 Planning phase 2

Prior to the commencement of escalator repair works the Site Person in Charge shall ensure the following.

- 3.2.1 Relevant site specific risk assessments are available for the location/environment in which the specific task is to be undertaken. Any amendments must be referred in writing to the Shift Manager.
- 3.2.2 Relevant task specific risk assessments are available in association with the specified escalator work instructions.
- 3.2.3 COSHH information sheets are available for all substances required for the task within the specified location/environment and that appropriate actions are taken to ensure the safe handling and use of such substances.
- 3.2.4 Adequate and appropriate tooling and equipment is available to enable the task to be undertaken in a safe manner.
- 3.2.5 All specific tooling and equipment to be used, has been tested, and identified (tagged).

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