

## **Use of Passenger lifts and Goods lifts**

It is important that passengers and people transporting hazardous goods use separate lifts. Building 301 is fitted out with two passenger lifts and one goods lift.

Under no circumstance should any lift be used in an evacuation of the building. Use the closest stairwell.

### **Goods Lift Use**

Use the Goods Lift for transporting

- Items such as glassware and chemicals where breakages or spillages may pose a health and safety hazard to others.
- large items that would prevent other users occupying the passenger lift

When using the Goods Lift for transporting chemicals please follow normal health and safety procedures such as wearing protective clothing.

If the Goods Lift is out of order please report it to one of the technicians.

The Goods Lift should not be used as a passenger lift at any time, particularly as its slow speed inconveniences users who need it for transporting items which cannot go in the passenger lifts.

### **Goods lift Security**

From the Goods Lift access to the Levels 4,5, 6 and 7 is only available to approved swipe-card holders. At **5pm** the Goods Lift automatically shuts and returns to the basement. Therefore to prevent being trapped in the Goods Lift lobby and the swipe-card access door on these floors do not enter the Goods Lift without your swipe-card if it is near 5pm.

### **When the Goods Lift is out of action and the Passenger Lift has to be used as a Goods Lift**

Sign boards are available and should be used to show that you are transporting hazardous goods. Passengers are not to embark into the lift while hazardous goods are being transported; so please politely ask waiting passengers to take the next lift if it is inappropriate for them to enter.

### **Passenger Lift**

When using Passenger Lifts please follow normal health and safety procedures such as removing lab coat and gloves.

If a Passenger Lift is out of order please check the number in the lift and report it to the reception.