

Routine Inspection of Escalators

The What, Why, When & How of Escalator checks & Inspections

Aims

What needs to be done at a store to make sure an escalator is working properly is not always obvious. We all know that an escalator needs to be maintained on a regular basis by competent contractors but is this the end of the story?

This module has been developed to provide a Store Manager / Team Leader with a clear understanding of:

- The responsibility of the Store when it comes to ensuring the condition of an escalator
- The procedures the store needs to follow to make all escalators can be safely used

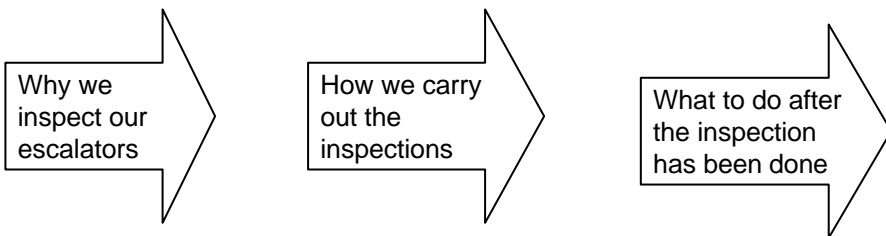


Timing

To complete this module will take you no more than 15 minutes

Overview

Our journey through this module has a number of steps:



What does good look like?



- All colleagues undertaking escalator inspections within the Store have completed this module.
- All colleagues undertaking escalator inspections within the store understand the importance of these checks.

The “What & Why” of Escalator Inspections



The Law

When it comes to inspecting our escalators we have a legal requirement to undertake the following activities:

1. Maintenance

There is a requirement that all escalators are maintained by a competent person with the technical skills and knowledge of the equipment at least every 6 months. This is completed by an outside contractor on your behalf and is managed through the Maintenance Helpdesk.

2. Pre Use checks

A responsible and adequately trained person should carry out simple pre use inspections of the equipment to identify any faults , damage or general wear and tear. These checks should be undertaken daily prior to the escalator being used.

Pre-use checks

Question: Who can undertake these Pre use checks?

Answer: Anyone who has received the appropriate training and instructions contained within this module.

Escalators are expensive and important pieces of equipment. If they don't work properly they may cause serious injury, inconvenience and disruption of efficient trading. Common sense tells us that some time spent making sure we pick up any faults before they cause problems is time well spent.

Notes:



(Please use this space to record any questions or thoughts you may have regarding what we have covered so far)

We now have a clear understanding of what kind of checks we need to carry out and why they are so important. The next step is to look at the daily checks focusing on what we are looking for to ensure all is well with the escalator.

1. Emergency stop buttons

Check that: Every stop button works correctly and is not obstructed from view. When operated the escalator should come to a stop without a jolt which could have the potential to cause passengers to fall.



2. A physical inspection of each comb plate during operation

Look out for: Any debris or distortion around the comb plate and teeth that may cause the escalator to work incorrectly. Check the treads travel through the comb plate smoothly.



3. A physical inspection of each hand rail during operation

Look out for: Any damage to the handrail for example splits and cuts. The handrail operates independently to the treads and should be checked to ensure it travels at the same speed as the treads. This can be done by simply travelling on the escalator holding onto the hand rail.



4. A physical examination of the balustrade for damage

Look out for: Any obvious damage to the panels and mouldings.



5. Mechanical operation

Check that: The treads travel with a smooth motion and there is no damage, distortion or noise indicating there could be a fault. Look for scuffmarks at the sides of the treads which could indicate a risk of trapping footwear.



7. Brush guards at the sides of treads

Look out for: Any damage to the brushes at the sides of the treads. This is a safety feature designed to highlight to passengers that their feet may be too close to the side. If these are not fitted there should be yellow painted lines at the side of the treads which should be checked.



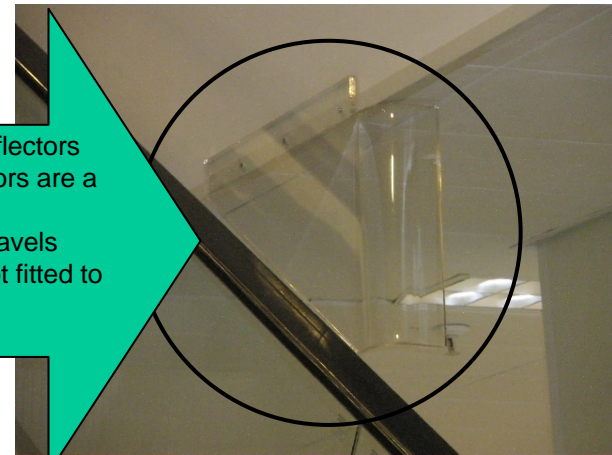
6. The Local Environment

Check that: All signage is visible. You may have different styles of signs, this photo is an example. Check that all lights above the escalator, especially the entrance landings are working. Ensure there are no obstructions / displays / show materials / tripping or slipping hazards which could affect customer flow.



9. A visual inspection of the ceiling deflectors where fitted

Look for: Any damage to the deflectors and they are secure. The deflectors are a safety feature designed to stop entrapment where the handrail travels close to the ceiling. These are not fitted to every escalator.



Additional information:

All Stores should have proper barriers and signage for use when an escalator is taken out of service. You should not have to improvise by using show materials, boxes or UOD'S. It is not effective and looks unprofessional.

ESCALATORS MUST NEVER BE USED AS STAIRS WHEN NOT IN OPERATION

Notes:



(Please use this space to record any questions or thoughts you may have regarding what we have covered so far)

Once you have reviewed the information contained within this module you are ready to start carrying out the daily escalator inspections. Before you start there are two final points that we need to address.

These are as follows:

Where do I record the daily inspections?

Once you have completed the inspection it is important that you record it in the daily checklist contained within the Store Inspection Log Book. The log book allows the store to keep a record of the inspections you have done as well as record any defects identified that you may need to do deal with.

What do I do if I find a problem?

The escalator is an important piece of store equipment and so if you identify a fault through your inspection it should be logged with the Maintenance Helpdesk immediately. Once a defect has been identified it should also be brought to the attention of the Store Manager as a decision will have to be made around what to do next.

If the defect has the potential to cause serious harm to colleagues and or customers i.e. treads are not travelling smoothly then the escalator should be taken out of use until repairs are undertaken.

Summing Up...

This module has provided you with all the information you need to ensure the correct checks are carried out at the correct time. In addition to this you should also have a clear understanding of why these inspections are so important to the store. Please review the summary points below and then complete all the quick check questions to ensure you have taken on board the important content of this module.

- The daily pre use escalator checks are a legal requirement.
- All escalators must be inspected at prescribed intervals by competent engineers.
- Records of both pre use checks and formal examinations must be retained within the store.
- All escalators should be fitted with emergency stop buttons which are visible.

Question time

Please review the following questions providing answers for each one. Once you have completed all questions correctly you will be deemed competent to undertake the Daily escalator Checks and this completed module should be filed away with your training records.

Name of Reader

Store Number

Date of Completion/...../.....

Question 1 – Who has a legal requirement regarding the inspection of escalators within a Boots Store?

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Question 2 – What checks should be completed on the handrail?

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Question 3 – Name two of the additional daily checks required to be undertaken on a escalator within a Boots Store?

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Question 4 – How often should you check each emergency stop buttons work?

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Question 5 – What are the reasons for brush guards?

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Question 6 – Can the escalator be used as stairs if not in operation?

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Question 7 – What would you do if the escalator was found to be running incorrectly and had the potential to cause harm ?

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Question 8 – Are ceiling deflectors fitted to every escalator?

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Question 9 – Where would you record the daily inspection?

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Question 10 – Who can complete the daily checks on escalators?

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