

Lifting Operations and Lifting Equipment Regulations (LOLER) Policy

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Related documents:	<i>Health and Safety Policy</i>

Approval History

Version	Reviewed by	Amendment history	Approved by	Date
1.0	Clive Parkinson Health and Safety	First Draft (old format)	Health and Safety Committee Executive Board	October 2014
2.0	George Tsardakas Estates and Facilities	Second Draft; Minor amendments (2018 format); clarification of roles and responsibilities	Health and Safety Committee	10 October 2018

1	Introduction
1.1	Purpose
1.1.1	To ensure that all lifting operations (classified under LOLER 1998) are safe to undertake and that all lifting equipment is adequately maintained.
1.2	Scope
1.2.1	This policy applies to staff, students, contractors and visitors controlling lifting operations
1.3	Definitions
1.3.1	Lifting operation: Lifting operation is 'an operation concerned with the lifting or lowering of a load'.
1.3.2	A 'load' is the item or items being lifted, which includes a person or people.
1.3.3	<p>Lifting equipment:</p> <p>Lifting equipment means work equipment for lifting or lowering loads and includes attachments used for anchoring, fixing or supporting the equipment. It includes a range of equipment from an eyebolt to a crane. (Load includes persons).</p> <p>Examples of the types of lifting equipment and lifting operations covered include:</p> <ul style="list-style-type: none"> • Cranes; • Lift Trucks and telescopic handlers; • High lift pallet trucks, both manual and powered, that have the ability to raise the forks above 300mm; • Goods Lifts or passengers lifts, for example in an office block, hospital etc. which have been provided for those at work; • Simple systems such as a rope and pulley used to raise a bucket of cement on a building site, a construction site hoist, a gin wheel, or a dumb waiter in a restaurant or hotel; • Pull-lifts; • Vacuum lifting equipment; • a vehicle inspection hoist; • a scissor lift or a mobile elevating work platform (MEWP); • ropes used for climbing or work positioning during arboriculture or structural examination of a rock face or external structure of a building; • a paper roll hoist on a printing machine; • automated storage and retrieval system; • a front-end loader on a tractor used for raising and lowering loads such as a bale of hay; • An excavator (or other earth moving machinery) adapted to be used for lifting using lifting attachments (e.g. forks, grabs, lifting, magnets), but not when use for normal earth moving operations; • A hoist or sling used forklifting people from, for example a bed or bath; • a loader crane fitted to a lorry for delivery duties; • a refuse vehicle loading arm, e.g., used to raise bins for tipping; • an air cargo elevating transfer vehicle; • car transporter or vehicle recovery equipment; • skip collection vehicle; and • Vehicle tail lifts
1.3.4	<p>Lifting accessories:</p> <p>Lifting accessories are pieces of equipment that are used to attach the load to the lifting equipment, providing a link between the two. Any lifting accessories used between lifting equipment and the load may need to be taken into account in determining the overall weight</p>

	<p>of the load.</p> <p>Examples of lifting accessories include:</p> <ul style="list-style-type: none"> • Fibre or rope slings • Chains (single or multiple leg) • Hooks • Eyebolts • Spreader Beams
1.3.5	<p>Occupational Health, Safety and Environment is defined as “the measures and systems aimed at preventing harm and ill health to those at work, whilst protecting the environment from damage that could result from work practices.”</p>
1.3.6	<p>Competent person</p> <p>A competent person has the skills, knowledge, attitude, training and experience to undertake the role effectively.</p>
1.3.7	<p>Training and Briefing</p> <p>Training is equipping staff, students (and others where the University has a duty-of-care) with relevant skills to deal appropriately with a given Health and Safety situation.</p> <p>Briefing is informing such persons of relevant knowledge in relation to Health and Safety.</p> <p>Training and briefing will be made available in a range of formats according to the needs of the trainee and different groups of staff, students and others.</p>
1.3.8	<p>Accessibility</p> <p>The duty to make reasonable adjustments, as far as possible, to ensure that all staff and students (and others where the University has a duty-of-care) with a disability have equal access to everything they need to do a job or studies as those persons without a disability.</p>
2	Policy
2.1	Principles
2.1.1	<p>Policy Statement</p> <p>The University will comply with the requirements of the LOLER Regulations so as to ensure that all lifting operations are safe to undertake.</p>
2.1.2	<p>Commitment</p> <p>The University will:</p> <ul style="list-style-type: none"> • Ensure that all Lifting equipment is adequately designed • Ensure that lifting operations are adequately planned. • Ensure that all lifting equipment is adequately maintained. • Ensure that all those controlling lifts are adequately trained • To provide relevant information to those conducting lifting operation
2.1.2	<p>Policy Procedures</p> <p>Machinery and accessories for lifting loads must be clearly marked to indicate their safe working loads and lifting equipment which is designed for lifting persons must be appropriately and clearly marked to this effect. Lifting equipment not designed for lifting persons but which might be so used inadvertently, should be clearly marked that it is not designed for lifting persons.</p> <p>Users must ensure that every lifting operation involving lifting equipment is properly planned by a competent person, appropriately supervised and carried out in a safe manner by a competent person.</p>

	<p>Users must ensure that before lifting equipment is put into service for the first time it is thoroughly examined, unless either it has not been used before and has an EC declaration of conformity or, if it is obtained from the undertaking of another person, it is accompanied by physical evidence of its condition. Physical evidence must be checked by the User before use of the equipment.</p> <p>Where the safety of lifting equipment depends on the installation conditions, after assembly and before being put into service, the lifting equipment must be thoroughly examined.</p> <p>Lifting equipment which is exposed to conditions causing deterioration liable to result in dangerous situations must be thoroughly examined. In the case of lifting equipment for lifting persons or an accessory for lifting this must be at least every six months; in the case of other lifting equipment at least every twelve months; or in either case in accordance with a scheme of examination. A thorough examination also must be carried out each time that exceptional circumstances liable to jeopardise the safety of equipment have occurred.</p> <p>Users should liaise with E&FM for appropriate thorough examinations (which may include tests) to be carried out by competent persons. The competent persons are normally engineers employed by the University's insurance company.</p> <p>If appropriate, lifting equipment must be inspected by a competent person at suitable intervals between thorough examinations. Inspections are required where the safe operation of the lifting equipment is dependent on its condition in use and deterioration (examples are effects such as the elements, the environment, frequency of use or probability of tampering) would lead to significant risks to the operator or other persons.</p> <p>Users must ensure that no lifting equipment leaves their undertaking or, if obtained from some other person, is used in their undertaking unless it is accompanied by physical evidence that the last thorough examination has been carried out.</p> <p>Reports of thorough examinations must contain prescribed particulars and if the examiner discovers a defect which might present danger to persons, he must inform the employer forthwith and send a copy of his report to the enforcing authority.</p> <p>Records of thorough examination of lifting equipment must be kept for reference purposes and normally for the life of the lifting equipment (or if the lifting equipment is only temporary, until it is moved elsewhere).</p>
2.2	Roles and Responsibilities
2.2.1	<p>Director of Health & Safety</p> <p>The Director of Health & Safety will monitor and regularly review this policy. The Director will also be responsible for reporting incidents under RIDDOR.</p>
	<p>Director of Estates and Facilities Management (E&FM)</p> <ul style="list-style-type: none"> • To be accountable for ensuring that the policy is implemented effectively • To appoint a responsible person and delegate authority to ensure compliance
	<p>Head of Building Maintenance</p> <ul style="list-style-type: none"> • To be responsible for holding and maintaining the lifting equipment asset register for the University • To arrange for inspections and maintenance on regular basis; liaising with Facilities Managers • To compile an annual report to Health and Safety Committee via Estates Health and Safety Committee on compliance in line with LOLER on annual basis; liaising with Insurance suppliers as required

	<p>Faculties and Directorates (coordinated by Facilities Managers)</p> <ul style="list-style-type: none"> • Must identify lifting equipment and lifting operations and liaise with Head of Building Maintenance to register the equipment for inspection and maintenance • Ensure locally 'owned' equipment must be inspected and maintained on regular basis; with updated information entered on the Register (via E&FM) • Will designate Competent Persons – ie Lifting Supervisors. • Risk assessments for all lifting works must be undertaken; SoP or Plan of lift maybe required and Supervisors assigned to designated tasks • Ensure users of equipment have appropriate training (where required)
	<p>Competent Persons: Lifting Supervisors</p> <ul style="list-style-type: none"> • Competent persons will be designated Supervisors for allocated lifting equipment – where plan, SOP and/or training required to oversee operations • They will be responsible for the safe operations of tasks, including planning operations where required • They will check lifting equipment is fit for purpose prior to use
	<p>Users: Staff, Students, Contractors and Visitors</p> <ul style="list-style-type: none"> • Must ensure they comply with any risk assessment, training and SOP - as directed by the Lifting Supervisor (as appropriate)
3	Governance Requirements
3.1	Implementation / Communication Plan
3.1.1	<p>The policy is communicated to all staff via the University Policy website</p> <p>Specific, relevant training/information will be provided to all staff involved with lifting operations as defined by LOLER</p> <p>Relevant information is also published on the University Health and Safety intranet site and Health and Safety Handbook, as appropriate.</p>
3.2	Exceptions to this Policy
3.2.1	There are no exceptions
3.3	Review and Change Requests
3.3.1	<p>This Policy is regularly reviewed by the Director of Health and Safety; and Head of Building Services Manager (EFCS).</p> <ul style="list-style-type: none"> ➤ Minor changes will be reviewed through Estates H&S Committee, and approved through Health and Safety Committee; ➤ Major changes will be reviewed through Estates H&S Committee, approved through Health and Safety Committee and submitted to Executive Board for approval, if required. <p>Review will generally be every three years or in line with any relevant changes to Legislation (if sooner)</p>
3.5	Legislative context
3.5.1	This Policy complies with the requirements of the Health and Safety at Work Act 1974 and the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998:
3.5.2	<p><i>Health and Safety Policy Legal Statement</i></p> <p>This policy sets out to comply with the required 'duty of care' placed upon the University. Under Health and Safety Law a 'duty of care' is generated between organisations and individuals when carrying out activities that could foreseeably cause harm.</p>

	<p>The primary duty of care is owed through the employer-employee relationship in which the employer owes a duty of care to ensure that work activities that could result in harm to the employee are assessed and controlled. That duty of care is put into practice by the line management responsibilities as set out in the hierarchy of the organisation.</p> <p>This duty of care cannot be delegated away; instead the act of delegation must be accompanied by a realistic and workable system of monitoring or supervision to ensure that the delegated task has been adequately implemented (i.e. the responsibility is not met by giving directions; it is met when those directions have been confirmed as carried out). The result is a cascade of delegated accountability that runs through the organisation via the line management network, accompanied by a system of monitoring, supervision and feedback.</p> <p>The duty of care extends to assurance that services provided by others (be they another department of the University or contractors) are undertaken safely. The level of assurance required should be commensurate with the risk of the activity.</p> <p>In addition, anyone carrying out an activity owes a duty of care to anyone who may be put at risk by the activity, such as students, staff and visitors.</p>
3.6	Stakeholder Statements
3.6.1	<p>Equality: Consideration is given to the protected characteristics of all people groups identified in the Equality Act 2010. The protected characteristics are gender, age, race, disability, sexual orientation, religion/belief, pregnancy and maternity, and marriage/civil partnership.</p> <p>The University recognises the need for specific measures to ensure the health and safety of each of these groups. This policy and all other associated Health and Safety related policies take this into account.</p>
3.6.2	<p>Health & Safety: This Policy forms part of the overarching statement on health and safety for the University.</p>
3.6.3	<p>Executive Board, Health and Safety Committee, Estates Health and Safety Committee and Health and Safety Consultative Committee</p> <p>Changes to this policy will be reviewed and approved at the appropriate level; in line with policy guidance.</p>