



Lifting Operations and Lifting Equipment Regulations (LOLER) Policy

Originator name:	Director of Health and Safety
Section / Dept:	Health and Safety Committee
Implementation date:	20 November 2014
Date of next review:	November 2016
Related policies:	Health and Safety Policy
Policy history:	New Policy

Version History

Version	Author	Revisions Made	Date
1	Clive Parkinson	First Draft	October 2014

Approval History

Equality Analysis

Version	Reviewed by	Comments	Date
1	Equality & Diversity Staff Member: Jo McCarthy-Holland	Equality compliant	28 October 2014

Committee Sign Off

Version	Committee Name	Date of Sign Off
1	Health and Safety Committee	20 November 2014

1	Introduction
1.1	Purpose
1.1.1	To ensure that all lifting operations (classified under LOLER) 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	Equality Analysis
1.3.1	<p>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, gender reassignment, 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>
1.4	Definitions
1.4.1	<p>Lifting operation is 'an operation concerned with the lifting or lowering of a load'. A 'load' is the item or items being lifted, which includes a person or people'</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"> • a passenger lift; • a rope and pulley used to raise a bucket of cement; • a vehicle inspection hoist; • ropes used for climbing or work positioning during arboriculture or structural examination of a rock face or external structure of a building; • a front-end loader on a tractor used for raising and lowering loads such as a bale of hay; • a loader crane fitted to a lorry for delivery duties; • Vehicle tail lifts • Lifting accessories eg chains, slings, eyebolts
1.4.2	<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>

1.4.3	<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>
1.5	Legislative context
1.5.1	This Policy complies with the requirements of the Health and Safety at Work Act 1974 (and other associated legislation).
1.6	Health & Safety Implications
1.6.1	This Policy forms part of the University Health and Safety Policy
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
2.2	Procedures
2.2.1	<p>Arrangements</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, the lifting equipment must be thoroughly examined after installation and before being put into service and after assembly and before being put into service at a new site or a new location.</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> <p>Action required by Faculties and Directorates</p> <ul style="list-style-type: none"> • Users must identify lifting equipment and lifting operations. • Risk assessments for all lifting works must be undertaken
3	Governance Requirements
3.1	Responsibility
3.1.1	This Policy is monitored and regularly reviewed by the Director of Health and Safety
3.2	Implementation / Communication Plan
3.2.1	The policy is communicated to all staff involved with lifting operations as defined by LOLER. This policy is available on Policies Website and via the Health and Safety Intranet pages.
3.3	Exceptions to this Policy
3.3.1	Not Applicable
3.4	Supporting documentation
3.4.1	See Health and Safety Intranet Website.

Equality Analysis Template

for all University Policies

Organisational Sign Off by Equality and Diversity Team:	NAME OF POLICY: <u>Lifting Operations and Lifting Equipment Regulations (LOLER) Policy</u>
	<input checked="" type="checkbox"/> Low Equality Impact (Minor input to Policy to reflect equality considerations)*
	<input type="checkbox"/> Medium to High Equality Impact (Equality Analysis template completed)
	<input checked="" type="checkbox"/> Sign off received
	Signed off by: <u>Jo McCarthy-Holland</u>
Position: <u>Equality Adviser</u>	
Date: <u>28/10/14</u>	

Note: This Template must be used in conjunction with the associated Equality Analysis Guidance Notes, which can be accessed from the [Equality and Diversity Website](#)