Lifting Operations and Lifting Equipment Policy

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1. Introduction

The University fully accepts its legal obligations to take all reasonable steps to minimise risks arising from its activities which may affect its employees, visitors, residents, and members of the public. This policy highlights the requirements for the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

These regulations are relevant to all activities carried out on the University campuses, which involve the lifting and lowering of loads, whether those loads are goods, equipment, or people.

The failure or misuse of lifting equipment has the potential of causing serious personal injury, property damage and loss of life.

2. Scope

This policy is applicable to all lifting operations and lifting equipment used at work by the University's employees. It is also applicable to all operations and equipment used by students in the course of their studies.

3. Legal Requirements

The exact nature of the legislation applicable will be determined by the nature of the work.
The legislation applicable includes the following:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Supply of Machinery (Safety) Regulations 2008 (SMSR)
- The Personal Protective Equipment at Work Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Construction (Design and Management) Regulations 2015

4. Definitions

What is a lifting "operation"?
Regulation 8(2) of LOLER defines a lifting operation as "an operation concerned with the lifting or lowering of a load'.

What is lifting "equipment"?
'Lifting equipment' means work equipment for lifting and lowering loads and includes its attachments used for anchoring, fixing, or supporting the equipment. This includes cranes, and the "lifting accessories" such as ropes.

Examples of lifting equipment include:

- overhead cranes and their supporting runways
- patient hoists
- motor vehicle lifts
- vehicle tail lifts and cranes fitted to vehicles
- a building cleaning cradle and its suspension equipment
- goods and passenger lifts
- telehandlers and forklifts
- lifting accessories

What is lifting “Accessories”?
Lifting accessories are pieces of equipment that are used to attach the load to 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 of the load.

Examples of lifting accessories include:

- fibre or rope slings
- chains (single or multiple leg)
- hooks
- eyebolts
- spreader beams
- magnetic and vacuum devices

What is the “load”?
The load includes any material, people, or animals (or any combination of these) that is lifted by the lifting equipment. Loads are often provided with permanent or semi-permanent fixed or attached points for lifting. In most cases, these are considered to be part of the load.

Examples of loads include:

- loose bulk materials
- sacks, bags, pallets, and stillage’s
- discrete items (such as a large concrete block)
- machinery and any permanently attached lifting eyes
- a skip and the lugs fixed to its side

5. Responsibilities

The Vice Chancellor is the Statutory Duty Holder and has accountability for all aspects of the management of health and safety in the University. Estates Senior Infrastructure Manager is appointed to take managerial responsibility for the implementation of the policy, ensure overall compliance in regard to LOLER, ensure LOLER Register is up to date and liaise with Insurance Inspectors and provide relevant advice to London Met staff.
Each School/Department shall ensure that University employees and users are fully aware of and understand their responsibilities with regard lifting operations and lifting equipment and are provided with adequate resources and training to ensure safety.

5.1 Deans and Directors

It is the responsibility of the Deans and Directors to ensure that:

- This policy is brought to the attention of all staff to whom it may relate.
- All equipment/activities which may create a risk with respect to lifting operations and lifting equipment related to work are risk assessed.
- Appropriate controls are put in place where a significant risk is identified.

5.2 Line Managers (Local Managers) will:

- Not allow any new lifting equipment to be used until it is fully commissioned, the relevant risk assessment has been completed and information, instruction and training have been provided to its operator. This includes ensuring that lifting equipment is sufficiently strong, stable, and suitable for the proposed use.
  See Appendix A for LOLER Compliance checklist.
- Ensure that all lifting operations must be planned and supervised by trained and competent persons: in line with the LOLER Approved Code of Practice and Guidance available from the HSE. The level of planning and supervision applied should be in proportion with the level of risk.
- Ensure all lifting equipment is maintained at suitable periods and must be stored securely and safely when not in use. The maintenance regime for lifting equipment will be determined through the risk assessment carried out under the 'Provision of Work Equipment Regulations', and LOLER guidance in line with manufacturer/supplier information.
- Appoint a competent person(s) to be responsible for each item of lifting equipment owned or used by the School/Professional Service.
- All new and existing equipment owned and under the control of the University (not hired) must be registered with the Estates Senior Infrastructure Manager. This is to ensure LOLER equipment can be added to the Insurers inspection register and the correct periodic interval checks can be carried out. . See relevant subsection on the H&S Policy webpage for the procedure of adding the equipment to the list of equipment to be inspected by insurance company.
- Examine and inspect lifting equipment prior to each use.
- Keep inspection, test and maintenance records.

5.3 Task Supervisor/User

The task supervisor or the person in charge of planning the operation should have adequate practical and theoretical knowledge and experience of planning lifting operations. This plan should address the hazards identified by the risk assessment and identify the resources required, the procedures and the responsibilities so that risks are managed, and any lifting operation is carried out safely.

The plan should ensure that the lifting equipment remains safe for the range of lifting operations for which it might be used. Where two or more items of lifting equipment are used simultaneously to lift a load, a procedure should be in place to ensure safety. Where appropriate this should be a written plan.

Task Supervisor will:

- Ensure that before lifting equipment is used, it is examined by the user for any signs of physical damage, and if damaged is taken out of use.
- Ensure that lifting equipment is sufficiently strong, stable, and suitable for the proposed use.

Foreseeable events such as loads snagging during use, e.g. on other structures, should also be assessed. The lifting equipment used should provide an appropriate margin of safety against failure. Task Supervisors should ensure the lifting equipment has adequate stability for its proposed use. Task Supervisors should take account of any combination of destabilising forces that may adversely affect its stability e.g. soft ground conditions and take effective measures to provide sufficient resistance to any potential overturning. E.g. spreader plates. Where safe use of the lifting equipment depends on the use or positioning of stabilising arrangements, the equipment should not be used unless these are in place and operating effectively.

- Ensure that the load and anything attached (e.g. pallets & lifting points) are suitable.
- Ensure there is a clear labelling or, otherwise making available, details of the safe working load of each piece of lifting equipment or accessory prior to use.
- Ensure that lifting equipment is positioned or installed to prevent the risk of injury, e.g. from the equipment or the load falling or striking people.
- Ensure that they reduce all possible risks to prevent a person using lifting equipment from being crushed, trapped, and struck or falling from a carrier. The term ‘carrier’ is a generic term used to describe a device which supports people while being lifted or lowered.

The line manager/task supervisor in the Schools shall ensure that all Academic work which may be subject to LOLER regulations has been suitability risk assessed and all requirements of LOLER met. This can include examples such as artwork which requires hoisting material and using a pulley.

5.4 Estates Team

The Estates Team will request to inspect the contractor’s qualifications/certificates/method statements in relation to any work undertaken that involves the use of lifting equipment and operations (hoists, cranes, forklifts etc.) before project / work commences.

Estates Senior Infrastructure Manager (Estates team) will ensure that a competent person from insurance contractors will inspect relevant lifting equipment and accessories as follows:

- Every 6 months – for equipment and accessories used to lift people
- Every 6 months for all lifting accessories
- Every 12 months – for all other lifting equipment

Estates will be responsible for the issuing of Permits to Work. However, this does not relieve the Contractor of his responsibilities to ensure his operatives are suitably qualified, a method statement is in place and equipment used by the contractors are safe to use.

5.5 Employees

All employees employed by the University are expected to comply with the University's health and safety policies and procedures. This will include:

- Participating in the risk assessment process.
- Using the equipment in the manner prescribed in any approved documents such as manufacturers operating instructions or instructions from other competent sources.
- Not, under any circumstances, interfering with or misusing anything provided in accordance with health & safety law e.g. the deliberate removal or overriding of guards and interlocks on machinery.
- If required to maintain work equipment, ensuring that procedures are followed and that records of inspections, tests, calibrations / recalibrations are maintained and recorded accurately.

6. Competence

All persons in charge of LOLER operations must meet the level of competence required for the task. The type of training to meet this competence will vary depending on the task and complexity. Competence will require a formal theoretical qualification e.g., British Safety Council, OPITO, IPAF and the extent of experience in carrying out practical LOLER operations. Further information on specific competence requirements can be confirmed with the Health & Safety Team.

7. Equipment not covered by LOLER

LOLER is wide in its scope and some equipment might appear to be 'lifting' and therefore thought to be covered by LOLER. However, there are some notable exceptions that are not covered by LOLER, including:

- pallet trucks, where the consequence of the load falling off is very low
- roller shutter doors
- escalators
- fall arrest ropes
- tipper trucks
- dentist chairs
- patient beds
- evacuation chairs
- Height adjustable desks

However, where this equipment is used at work, it will need to be maintained for safety and maybe subject to inspection under PUWER regulations, see the Provision and Use of Work Equipment Policy.

8. Hired Equipment

When renting lifting equipment for use on University premises, it will be the responsibility of the Local Manager/Task Supervisor to ensure that all equipment from the hire company is provided with a LOLER certificate/Hire Document.

The aim of this is to ensure that the equipment hired has had pre hired testing and checks to ensure safety.

9. Reports & Defects

All failures of LOLER equipment, near misses and accidents must be reported to the Universities Health and Safety Team via the online Incident Reporting Form.

The collapse, overturning or failure of any load bearing part of any Lifting equipment is reportable under RIDDOR 2013. However, this excludes accessories such as Slings and chains.

10. Keeping of Information

All LOLER certification for Equipment under the University's control (not hired) will be kept by the Estates department. All equipment that has certification a copy of which must be provided to the Estates department. Further information from HSE on LOLER can be found from ACOP L113.

Appendix A. Lifting Operations & Equipment Compliance Checklist Questions

The following summarises the features of LOLER; indicates hazards and corresponding risks; and implies appropriate control measures. Using these checklist questions, together with the Risk Assessment Template will assist to constitute an assessment of the risks associated with the provision and use of lifting equipment. Adequate responses to these checks will lead to the development of a safe system of work with lifting equipment.

	Yes	No
1. Material of equipment's manufacture suitable for the conditions of use?		
2. Adequate strength and stability of equipment?		
3. Access prevented to any dangerous parts of equipment/machinery?		
4. Safe means of getting on/off or in/out of equipment. Including safe release in the event of breakdown?		
5. Equipment operator's position without slipping/tripping risk?		
6. Equipment's operation is ergonomic?		
7. Operator protected from harmful environment?		
8. Starting equipment; changing its operating conditions; stopping it; or stopping it in an emergency is only achieved by deliberate operation of appropriate controls with desired state achieved in a safe manner?		
9. Warnings or warning devices easily recognised and understood without ambiguity?		
10. Equipment marked (incl. any accessories) with safe working load and any information for its safe use?		
11. Suitable lighting provided such that the equipment may be used, and the operation conducted safely?		
12. Storage of equipment in conditions that do not lead to damage or deterioration?		
13. Equipment maintained in a safe condition - without risk to persons carrying out the maintenance operation?		
14. Operators inspect equipment before and after use?		
15. Thorough examination and inspection of equipment by an independent competent person before being put into service for the first time and periodically thereafter?		
16. Procedure established for notification of defects following thorough examinations and inspections?		
17. Records of the equipment's EC Declaration of Conformity. And of thorough examinations.		
18. Kept for the required periods?		
19. Safety of load handler (person attaching/detaching the load) and/or banksman?		
20. Adequacy of headroom/floor space for the equipment and the load path?		
21. Proximity to hazards such as other work equipment. Unsound		

surfaces. Electrical cables etc.?		
22. Security of the load and its potential for spillage or disintegration?		
23. Loads not passing. Or suspended. Over people?		
24. Operator's visibility of load and its path?		
25. If outdoors. Is the weather appropriate weather?		