

Livewell Southwest

**Lifting Operations and Lifting Equipment
Regulations (LOLER) Policy**

Version No. 2

Review: May 2019

Notice to staff using a paper copy of this guidance

The policies and procedures page of LSW intranet holds the most recent version of this document and staff must ensure that they are using the most recent guidance.

Author: Health and Safety Advisor

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Reader Information

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Associated documentation	<ul style="list-style-type: none"> • Risk Management Strategy • Health and Safety Policy • Incident Reporting & Investigation Policy and Procedure • Fire Safety Policy • Sickness Policy
Supersedes document	All previous versions.
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Document review history

Version no.	Type of change	Date	Originator of change	Description of change
V1	New policy	November 2010	Estates Compliance & Safety Manager	New Estates' policy.
1	Ratified	June 2011	Estates Compliance & Safety Manager	
1.1	Extended	November 2013	Estates Manager	Extended no changes.
1.2	Extended	October 2014	Governance & Customer Care Manager	Extended no changes.
2	Reviewed	April 2016	Health and Safety Advisor	Updated to Livewell Southwest Policy template and organisational structure.

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Lifting Operations and Lifting Equipment Regulations (LOLER) Policy

1. Introduction

- 1.1 Livewell Southwest (hereafter referred to as “LSW”) undertake lifting operations involving the use of lifting equipment throughout the organisation and will safely manage the use of these items to comply with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 and other associated regulations such as the Provision and Use of Workplace Equipment Regulations (PUWER) 1998.
- 1.2 LSW has a duty to ensure where there are lifting operations and use of lifting equipment within the organisation hazards have been identified and appropriate controls applied to prevent any risks to a persons’ health, safety and wellbeing as far as is reasonably practicable.
- 1.3 This policy does not cover manual handling, and reference should be made to LSW’s Manual Handling Policy.

1.4 Statement of Policy

- 1.4.1 This policy will provide a framework to enable LSW to ensure safe use, management including inspections, maintenance and provision of lifting equipment is appropriate for the load that is being transported / lifted. The policy will describe organisational and individual responsibilities for any lifting operations and lifting equipment used within the organisation.

2 Purpose

- 2.1 The purpose of this policy is to detail the arrangements for the implementation of the LOLER regulations within LSW to manage situations where lifting operations and lifting equipment is used within the organisation.

3 Definitions

- 3.1.1 The “Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)” place a legal duty on employers to ensure the safety of all lifting operations and lifting equipment, in order to prevent the risk of injury.
- 3.1.2 “Lifting operation” means an operation concerned with the lifting or lowering of a load.
- 3.1.3 “Load” means the item or items being lifted, which includes a person or people.
- 3.1.4 “Lifting equipment” means work equipment for lifting and lowering loads, and attachments used for anchoring, fixing or supporting it.
- 3.1.5 “Thorough examination” means a thorough examination by a competent person; includes such testing by a competent person as is appropriate.

- 3.1.6 “Work equipment” means any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not).
- 3.1.7 “Competent Person” means a person who has appropriate and theoretical knowledge and experience of the lifting equipment to enable them to detect weaknesses and assess how important they are in relation to the safety and continued use of the equipment. The person inspecting a piece of equipment cannot be the same person who maintains the equipment.

4 Duties & Responsibilities

- 4.1 The general responsibilities of the **Board and Chief Executive** as they relate to organisation are described in LSW’s Health and Safety Policy.
- 4.2 The **Director of Professional Practice, Safety and Quality** has corporate responsibility for Health and Safety Management and, therefore, takes specific responsibility for:
- 4.2.1 Advising the Board on the review of existing policy arrangements.
- 4.2.2 Advising the Board on the allocation of resources to implement health and safety procedures.
- 4.2.3 Referring matters of a critical nature to the Board for resolution via the Corporate Risk Register.
- 4.2.4 Ensuring adequate safety arrangements exist within LSW.
- 4.3 **Senior Service Managers / Service Managers** are responsible for ensuring that where there are lifting operations risk assessments are undertaken within their area of responsibility. The undertaking of the assessments may be delegated to a local Health and Safety Risk Assessor, however the responsibility remains with the Service Manager as explained in LSW’s Health & Safety Policy and Risk Management Strategy.
- 4.3.1 Service Managers, with assistance from local Health and Safety Risk Assessors, are to:
- a) Ensure all risk assessments are reviewed regularly and following any changes.
 - b) Ensure all new systems of work or procedures that involve lifting operations and lifting equipment are assessed.
 - c) Identify and implement any actions or control measure required following a risk assessment. Further advice may be sought from the Corporate Risk and Compliance Department.
 - d) Ensure control measures are used and maintained properly and that safety procedures are followed.
 - e) Ensure that employees are given the necessary information, instruction and training for the use of lifting equipment.

- f) Inform Corporate Risk and Compliance team where an equipment failure has resulted in an incident so that the appropriate external organisations are informed accordingly. An incident form must be completed.
- h) Inform the Estates department of any acquisitions or disposal of lifting equipment.

4.4 **Local Health and Safety Risk Assessors** will be responsible for:

4.4.1 Attending risk assessment training, including update and refresher sessions.

4.4.2 Conducting suitable and sufficient assessments of the risks to health arising from lifting operations and the use of lifting equipment.

4.4.3 Reviewing assessments whenever there have been any significant changes in the matters to which they relate or there is a reason to suspect that they are no longer valid. Assessments should be reviewed **at least** once every two years.

4.4.4 Assisting their senior managers in the development of safe systems of working.

4.4.6 Liaise with the Corporate Risk and Compliance Team and others as required.

4.5 All **employees** are responsible for:

4.5.1 Complying with this policy, to raise any issues or concerns regarding lifting operations/lifting equipment with relevant line manager/supervisor.

4.5.2 Following the local procedures and safe systems of work, instruction and training when performing lifting operations and using lifting equipment.

4.5.3 Reporting all incidents in accordance with LSW's Incident Reporting & Investigation Policy and Procedure.

4.7 The **Health and Safety Advisor** will ensure that the following functions are provided:

4.7.1 Advice to managers regarding lifting operations and lifting equipment including assessments in accordance with all Regulations and guidance.

4.7.2 Risk assessment training for local Health and Safety Risk Assessors.

4.8 The **Estates Department** will ensure the following:

4.8.1 Arrange insurance inspections with an external contractor to ensure that all lifting equipment is inspected as per LOLER.

4.8.2 That the equipment is maintained in according to maintenance contracts held by LSW and external providers.

4.8.3 Inspect equipment to see if repairs can be undertaken by the LSW Estates competent person(s) where items are not under a maintenance contract prior to organising external contractors.

4.8.4 Undertake annual PAT testing

The **Courier Service Manager** is responsible for:

- 4.9.1 Ensuring that any vehicle tail lifts are made available for periodic inspection by the inspection authority engineer/surveyors.
- 4.9.2 Making appropriate contract provision for the maintenance and repair of vehicle tail lifts.
- 4.9.3 Ensuring that vehicle tail lifts are maintained and repaired as necessary.
- 4.9.4 Notifying the Estates department of any acquisitions or disposals of vehicle tail lifts.

5 Management of Lifting Operations and Lifting Equipment in the workplace

- 5.1 LSW must ensure that every lifting operation involving lifting equipment must be:
 - Properly planned by a competent person;
 - Appropriately supervised; and
 - Carried out in a safe manner.
- 5.2 An appropriate risk assessment of lifting operations and lifting equipment is undertaken to identify the nature and level of risk associated with the activity. Such a risk assessment will assist in selection of the most appropriate lifting equipment for the lifting operation. The risk assessment will need to consider:
 - The type of load being lifted (patient or inanimate object), the load weight, shape, size, stability (could the load/patient shift?), start/end positions and the environment;
 - The risk of a load falling or striking a person or object and the consequences;
 - The risk of the lifting equipment striking a person or some other object and the consequences;
 - The risk of the lifting equipment failing or falling over while in use and the consequences;
- 5.3 The user of any lifting equipment shall carry out pre-use checks, to ensure that the equipment appears to be in good order, has a current inspection tag, and is without obvious defect. Any apparent defect must be reported immediately to the Service Manager/person in charge, and ensure the equipment is suitably labelled and put out of use.
- 5.4 LSW will ensure all lifting equipment is thoroughly examined for defects at prescribed intervals as part of an examination scheme. The schedule of examinations is shown in Table 1 below and type of inspection required in Table 2 (source: HSE – Through Examination of Lifting Equipment)

Table 1

Type of Equipment	6 months	12 months	Examination scheme
Accessory for lifting	✓		✓
Equipment used to lift people	✓		✓
All other lifting equipment		✓	✓

Table 2

Type of examination or inspection	How long to keep records
Thorough examination before first use.	Lifting equipment – until the employer ceases to use the lifting equipment. Lifting accessories for two years
Thorough examination before use where the safety of the equipment depends on the installation conditions.	Until the equipment is no longer in use at the place where it was installed/ assembled.
In-service thorough examination (6-monthly, 12-monthly or examination scheme).	Until the next report is made or two years, whichever is the later.
In-service inspections/tests.	Until the next report is made

- 5.5 New lifting equipment must be fit for purpose, compliant with LOLER and any relevant British Standards, of appropriate design, construction, materials, features and installation, and provided with a Declaration of Conformity. Existing equipment may not necessarily meet the same level of compliance, and where appropriate the manager of the lifting equipment concerned should seek advice, either from the equipment manufacturer, or from the inspection authority engineer/surveyor.
- 5.6 The Health & Safety Executive Approved Code of Practice: Safe Use of Lifting Equipment (L113) outlines factors that need to be considered during selection of lifting equipment and should include the following:

Ergonomics	Operation of the equipment should not place undue strain on the user. Operators should not be expected to exert undue force, or stretch or reach beyond their normal strength or physical reach limitations to carry out tasks.
Materials of manufacture	Select lifting equipment made of materials that are suitable for the conditions under which it will be used.
Means of Access	Where access to or egress from any part of the lifting equipment is required, there should be safe means of doing so.
Protection against slips, trips and falls	Where a person is required to be present on any part of the lifting equipment, the working place should be such as to minimise the risk of accidents arising from slips, trips and falls.
Adequate strength	The lifting equipment must have adequate strength for the proposed purpose, able to cope with the weight of any lifting accessories, and having an appropriate factor of safety against failure under foreseeable failure modes. The safe working load (SWL) shall be clearly marked on the equipment.
Adequate stability	The lifting equipment must have adequate stability for its proposed use. This may involve the use of ballast, outriggers or stabilisers, etc.
Lifting of people	The requirements for equipment used for lifting people are more onerous. Equipment used for lifting people must comply with LOLER Regulation 5(1)

	over and above the other LOLER requirements. Only equipment compliant with relevant BS standards should be selected. Equipment not intended for lifting people should not be used for that purpose.
Positioning and installation	“Installed” refers to lifting equipment that is assembled at a particular location. “Positioned” refers to mobile lifting equipment at a particular location. Lifting equipment should be positioned or installed to minimise the need to lift loads over people. Equipment must be installed or positioned to ensure that the risk of the equipment, or its load, injuring people is minimised.

- 5.7 LOLER and PUWER require that work equipment is suitably maintained and repaired. LSW have an in-house team with competent staff where equipment does not have a maintenance contract, where these are in place external organisations provide this function. Additionally inspections are also carried out externally.
- 5.8 Every hoist or lift-way must be efficiently protected by a substantial enclosure fitted with gates of such design and layout as to prevent, when gates are shut, any person falling down the shaft or coming into contact with any moving parts of the equipment. Such a gate must be fitted with an efficient interlocking device.
- 5.9 The safe working load of the hoist / lift must be conspicuously marked and not exceeded.
- 5.10 In the case of lifts for carrying persons (either exclusively or in addition to goods) the following additional requirements apply:
- Efficient automatic devices must be provided and maintained to prevent the cage / platform over running
 - Every cage must be fitted with a gate and when persons are in the cage, devices must be fitted so that the cage cannot be raised or lowered, unless the gate is closed and will come to rest when the gate is opened.
 - Where the platform / cage is suspended by a rope or chain, there must be at least two ropes or chains separately connected with the platform / cage, and each rope / chain (and attachments) must be capable of carrying the whole weight of the platform / cage and its machine working load (MWL).
 - In the event of breakage of ropes / chains (or attachments), efficient devices must be provided and maintained to support the platform / cage together with its MWL.

6 Training, Information and Instruction

- 6.1 Information, instruction, supervision and training must be considered and appropriate arrangements made by the Service Manager for any lifting operations and lifting equipment. These might range from a simple instruction to regular formal training sessions and can be delivered either internally by a competent person or by a trained and competent external provider.
- 6.2 Employees should also be made aware of the arrangements for lifting operations and lifting equipment within the team / service / unit so that they can play an active part in improving health and safety standards.

- 6.3 Local health and safety Risk Assessors will receive training for undertaking risk assessments by the Corporate Risk and Compliance Department.

7 Implementation

- 7.1 It is mandatory that all staff attend staff induction. During this training staff are made aware of the Risk Management Strategy and health and safety policies, together with the requirement to undergo training. Also, staff must undertake local induction for the service area they work in.
- 7.2 Employees that undertake lifting operations or use lifting equipment will work with local Health and Safety Risk Assessors to produce risk assessments, and receive suitable and sufficient information, instruction and training with additional support, as appropriate, from the Corporate Risk and Compliance Department.

8 Monitoring Compliance

- 8.1 The Corporate Risk and Compliance Department will monitor the organisation's overall compliance with health and safety arrangements via annual audits with managers of areas and where there is potential for health hazards associated with lifting operations and lifting equipment.
- 8.2 Any incident involving lifting equipment where there is the collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting will be reported to the HSE (Health and Safety Executive) under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 2013.
- 8.2 This policy will be reviewed every three years or sooner should there be a significant change, or where indicated to be necessary by the issue of further guidance from the Health and Safety Commission, the Health and Safety Executive and/or the Department of Health.

All policies are required to be electronically signed by the Lead Director. Proof of the electronic signature is stored in the policies database.

The Lead Director approves this document and any attached appendices. For operational policies this will be the Locality Manager.

The Executive signature is subject to the understanding that the policy owner has followed the organisation process for policy Ratification.

Signed: Director of Professional Practice, Quality and Safety.

Date: 10th May 2016