

Lifting Operations and Lifting Equipment

Policy statement

Hampshire County Council is committed to ensuring safe and healthy working practices when [lifting equipment](#) is used by people at work. It will ensure that lifting equipment is suitable for the type of lifting activities and the environment in which the lifting activities take place. It will ensure that any lifting activities are suitably planned and organised with regard to safety.

See also: [Risk Assessment](#), [Moving and Handling](#)

Policy standards

To comply with this policy, the following standards shall be met.

Lifting Operations/activities

Managers shall ensure that:

- They identify hazards associated with the use of [lifting equipment](#).
- They risk assess any proposed use of lifting equipment and put suitable controls in place to eliminate or control the risks.
- They review the risk assessments regularly (normally annually), whenever the circumstances change and in any case after an incident involving the use of lifting equipment.
- All lifting activities are [appropriately planned](#).
- Employees and others involved in lifting activities are [appropriately competent](#) before taking active part in lifting activities.

Lifting equipment

Managers shall ensure that:

- An up-to-date [register of lifting equipment](#) is kept, including the location of the equipment and the details of the [responsible person](#) locally who manages the lifting equipment.
- A copy of the register of lifting equipment is supplied to the [competent person](#) responsible for undertaking statutory [thorough examinations](#) and any updates are also supplied when new equipment is purchased.
- All lifting equipment is identified with a unique reference number or code, where appropriate
- All lifting equipment is marked with its safe working load or information is provided to ensure that people using the equipment can determine the safe working load where this can vary with use.
- All lifting equipment used to lift people is marked to indicate this.
- All lifting equipment is [thoroughly examined](#) by a [competent person](#) on a regular basis, i.e. yearly for equipment used for lifting objects and six monthly for lifting equipment designed for lifting persons
- Where the risk assessment identifies the need, lifting equipment is [inspected](#) by competent individuals before use or at regular intervals between thorough examinations to monitor the condition of the equipment.
- Where necessary, lifting equipment is [appropriately maintained](#)
- Any defects discovered in any thorough examination, inspection or testing are reported by the competent person to the [responsible person](#) as soon as possible.
- The responsible person needs to take appropriate action based on the report, including removing equipment from use until the defect has been remedied.

- [Records](#) of any thorough examination, inspection and reports of defects are maintained.
- Employees and others who use the equipment are aware of procedures for reporting defects in the equipment.

Passenger lifts

Managers responsible for buildings with passenger lifts fitted shall ensure:-

- The operation of the lift is not subject to abuse and anyone using the lift is competent to do so.
- The building users are aware of any restrictions on when or how a lift can be used e.g. lone occupation of the building or where the lift does not have an emergency alarm or auto-dialler facility.
- That there is a written plan for dealing with emergency situations e.g. people stuck in the lift between floors or when there is a power outage. The plan may include the involvement of contractors or the emergency services, but it should be clear what happens and who is responsible. If the building is in use 24 hours a day the plans should reflect this. Where staff have a specific role in the plan they will need to be informed and, if necessary, trained and regularly drilled in the action they should take. (advice on the contents of the emergency plan can be obtained from departmental Health and Safety specialists or from Property Services.
- Staff and building users can easily report any problems with the lift to the manager or responsible person.

Property, Business & Regulatory Services with regard to any design work involving fixed lifting equipment in buildings shall:

- Ensure any fixed lifting equipment associated with buildings is designed and installed to the standards required by legislation and the relevant national standards in force at the time.

Note: Where staff from other departments are designing or specifying or organising the fitting of any fixed lifting equipment or attachment point to buildings owned or managed by the Council, they shall contact Property, Business & Regulatory Services department engineers to confirm that the building is strong enough to take the proposed loading.

With regard to passenger lifts, goods lifts and lifting platforms, Property, Business & Regulatory Services shall:-

- Arrange awareness training of the lift controls and emergency procedures for new lifts installed in Hampshire County Council buildings as part of the handover procedure for the building to the local staff.
- Ensure all passenger lifts, goods lifts and lifting platforms are properly maintained and serviced.
- Provide advice to and liaise with the person responsible for managing the Council owned or operated building where passenger lifts, goods lifts and lifting platforms are fitted.

Definitions

Lifting equipment – anything that is involved in lifting a load, including people and animals. Examples include cranes and forklifts, passenger lifts, elevating platforms, ropes used for climbing in arboriculture, hoists used to lift people as part of their care, vehicle tail lifts, attachments on other equipment that can be used to lift such as front-end loaders on tractors, and any load bearing items such as slings, shackles and eyebolts used with other lifting equipment are also lifting equipment.

Note: items of lifting equipment provided by other organisations or individuals, but are used by people working for the County Council need to meet the requirements of this policy

Appropriately planned – lifting activities need to be planned or organised by someone who is suitably competent to ensure that they are completed safely. The level of planning will vary according to the risks and complexity of the lift. For example, regular lifts such as the lifting clients using hoists will be undertaken using trained persons who will use the methodology covered in their training. No further planning is required unless the lift or the environment varies significantly to those covered in the training. Complex or unusual lifts will need more detailed planning up to having a full written plan. Examples of complex lifts include the use of mobile cranes to move portacabins or other large or heavy equipment or where items have to be lifted over existing buildings and obstructions such that the crane operator cannot see the load at all times. For these types of lifting operations planning is usually undertaken by competent contractors.

Appropriately competent - The level of competency to undertake lifting activities needs to relate to the risk and complexity of the lifting activity proposed. Training on use of people moving hoists is available from Hampshire Learning Centre. Managers are advised to check with their health and safety professionals, where more complex or higher risk lifts are proposed.

Register of lifting equipment – To ensure that all lifting equipment is properly maintained and examined, a list of all equipment needs to be held. This can be held in the building where the equipment is used or at a section or departmental level. Where lifting equipment is in private residences and regardless of who owns the equipment, if the equipment is to be used by Council staff, agency staff or volunteers working on behalf of the Council, a record needs to be held to ensure that the standards set out in this policy are met.

Thorough examination – All lifting equipment needs to be examined to ensure it remains safe to use. A thorough examination may involve dismantling equipment to ensure all load bearing parts are examined or may involve load testing. The competent person is responsible for advising on what are the most appropriate arrangements.

Competent person – the organisation or individual who is responsible for undertaking the thorough examination of lifting equipment and who have sufficient competency to enable them to be able to undertake this role. This is often undertaken by specialist engineers from insurance companies. Where employees are trained to undertake thorough examinations, they must be suitably independent to ensure that their judgement is not affected by operational concerns.

[More information on who is the “competent person” and who is responsible for maintenance of equipment.](#)

Inspections – where the conditions of use of lifting equipment could mean that the equipment could become unsafe to use between thorough examinations, then staff should be trained to inspect equipment for wear and damage either before use or at suitable intervals.

Appropriately maintained – some lifting equipment will need to be maintained in addition to any examination or inspection routine. This can vary from simple cleaning and correct storage to a preventative maintenance programme. Manufacturers/suppliers guidance or the competent person can provide information on maintenance requirements.

Responsible person - The manager or a designated staff member who has responsibility for lifting equipment and the authority to remove equipment from service if advised of a fault.

Records – copies of or electronic versions of the report and certificates relating to lifting equipment needs to be retained for different periods of time. Original test certificates or EU declarations of conformity should be retained for the life time of the equipment. Records of thorough examinations and inspections and reports of defects must be kept for a minimum of two years.

Training

Training courses on use of lifting equipment is available via Hampshire Learning Centre

References

[Safe use of lifting equipment](#) - Approved Code of Practice L113 Available from HSE Books.

Lifting Operations and Lifting Equipment Regulations 1998 is available [from here](#).
Simple guide to the Lifting Operations and Lifting Equipment Regulations 1998 is available [from here](#)
LOLER: how the regulations apply to agriculture is available [from here](#)

Retention

Copies of risk assessments shall be held for a minimum of seven year before disposal. Records of testing and maintenance of lifting equipment should be retained for the life of the equipment plus seven years.

| Type of Lifting Equipment | “Competent person” responsible for thorough examinations | Maintenance providers | Person responsible for day to day management of lifting equipment |
|---|---|--|--|
| Passenger lifts | Zurich Risk Services | Property, Business & Regulatory Services term contractors | Line manager/ responsible person |
| Good lifts | Zurich Risk Services | Property, Business & Regulatory Services Term contractors | Line manager/ responsible person |
| Client hoists and related person lifting equipment in Adult Services premises | Arjo | Arjo | Line manager/ responsible person |
| Client hoists and related person lifting equipment in clients’ premises but used by Council staff | Joint Equipment Store | Joint Equipment Store | Line manager/ responsible person |
| Vehicle tail lifts | Zurich Risk Services | Hampshire Transport Management | Line manager/ responsible person |