

SAFE WORKING PROCEDURE

Lifting Operations and Lifting Equipment

CORPORATE HEALTH & SAFETY | VERSION 4.04 | NOVEMBER 2023

STATEMENT:

In order to comply with legislation and fulfil statutory responsibility, the Council must make sure that:

- Risk assessments are in place for lifting operations and lifting equipment in line with the provisions of The Lifting Operations and Lifting Equipment Regulations (LOLER).
- Risks associated with the operation and use of lifting equipment are reduced as low as practicable.
- Lifting equipment meets the relevant standards and is suitable for the tasks that it is performing, it is used by trained personnel only and is covered by a maintenance and / or inspection regime.
- Lifts and Lifting Equipment is subject to Statutory Inspections by competent persons.
- Employees are trained for their undertakings and are competent.

SCOPE:

This Safe Working Procedure applies to:

- All types of lifting equipment and associated accessories such as passenger/goods lifts, patient hoists and harnesses, cranes, diggers, fork lift trucks, lifting platforms, cradles, stair lifts, lorry/mini bus tail lifts, laundry lifts, roller shutter doors etc.
- All managers including headteachers referred to as managers herein.
- All employees of Southampton City Council.
- Contractors working on behalf of the council where compliance with SCC SWP's has been specified in the contract.

1. Responsibilities

Service Lead/Head Teachers are responsible for ensuring:

- 1.1. Risk assessments have been undertaken for lifting equipment and lifting operations and that appropriate controls are in place to manage hazards in line with the hierarchy of risk controls (see SWP Risk Assessment).
- 1.2. Suitable lifting equipment and attachments are provided to employees.
- 1.3. There is a written examination and maintenance scheme for the lifting equipment in line with The Lifting Operations and Lifting Equipment Regulations 1998.

Managers/Responsible Persons are responsible for ensuring compliance with the SWP and must:

- 1.4. Ensure all Lifting Equipment is registered with the Council's Risk and Insurance or Fleet Transport (for vehicles) as appropriate by emailing insurance@southampton.gov.uk
- 1.5. Ensure that lifting equipment and its operation is the subject of risk assessment. Manufacturers' instructions and Health and Safety Executive guidance should be used to inform this process (see [Guidance Links](#))
- 1.6. Ensure that lifting equipment is thoroughly examined by a competent person before first use and at prescribed intervals thereafter as per LOLER 1998 Regulations. Records must be kept and any defects reported must be rectified.
- 1.7. Ensure the equipment is available for inspection and maintenance on request.
- 1.8. Ensure lifting equipment that fails to receive its statutory engineering inspection certificate or fails routine maintenance is placed out of order and cannot be used until the defects have been resolved.
- 1.9. Ensure lifting equipment is maintained in accordance with the Provision and Use of Work Equipment Regulations (see SWP Work Equipment).
- 1.10. Ensure the lifting operations are properly planned, taking into account the relevant factors associated with the nature of the load and the working environment. Complex operations will warrant a greater degree of planning than routine operations and banks men (signallers) may be required.
- 1.11. Provide appropriate equipment for any lifting operation, taking into account all the relevant factors.
- 1.12. Ensure that lifting equipment is correctly installed or positioned before being used.
- 1.13. Ensure that the surface supporting the lifting equipment is robust enough and does not impair stability.
- 1.14. Ensure that lifting equipment is not used in a manner that could lead to it overturning.
- 1.15. Ensure that the safe working load (SWL) limit is marked clearly on lifting equipment, and that there are also appropriate markings to show whether or not equipment can be used for lifting people.
- 1.16. Ensure that lifting equipment is not overloaded.
- 1.17. Ensure that de-rating of the indicated safe working limit is considered if lifting equipment is used in unusual circumstances.
- 1.18. Ensure that loads are properly secured to the lifting machine during the lifting operation.
- 1.19. Ensure that external lifting operations do not take place during adverse weather conditions
- 1.20. Ensure that lifting operations are carried out by trained and competent people. Young and/or inexperienced people must receive adequate training, instruction and supervision from competent people.
- 1.21. Ensure that all lifting operations are given the appropriate degree of supervision.
- 1.22. Be aware of the wide definition given to lifting equipment and of the equipment under their charge that is used for lifting and lowering persons or articles.
- 1.23. Ensure that the storage location of any lifting equipment will not lead to any adverse effects.
- 1.24. Ensure that any equipment used for lifting people incorporates the necessary additional safety features that will prevent persons from falling, or being trapped.
- 1.25. Ensure emergency procedures are in place for trapped persons to raise the alarm and to be rescued.
- 1.26. Ensure unauthorised use of lifting equipment is prevented.

Risk and Insurance must:

- 1.27. Ensure the Council has a contract in place with a competent service provider to carry out the statutory engineering inspection schemes required by LOLER for all lifting equipment (except vehicles).

Fleet Transport must:

- 1.28. Ensure the Council has a competent service provider to carry out the statutory engineering inspection schemes required by LOLER for all fleet vehicles and records are kept.

Employees/Contractors must:

- 1.29. Take care for the Health and Safety of themselves and others who may be affected by their acts or omissions.
- 1.30. Use correctly any lifting equipment provided.
- 1.31. Follow training and instructions given.
- 1.32. Report any defects or deficiencies to the appropriate line manager.

2. Procedures

- 2.1. The Health and Safety Executive have provided free downloadable guidance to the regulations L133 Safe use of lifting equipment Approved Code of Practice (links below). They have also produced a short guide INDG209 Simple guide to the Lifting Operations and Lifting Equipment Regulations 1998 Managers should use these guides and others detailed below to help inform the risk assessment process and compliance with legislation.
- 2.2. Southampton City Council uses its recognised service providers to carry out statutory engineering inspections as required by LOLER. Providers can only inspect lifting equipment where they have been informed the equipment exists and providing it has been made available. Managers must ensure lifting equipment is registered with either the Council's Risk and Insurance or Fleet Transport for vehicles and are in receipt of up to date inspection certificates in line with the written examination scheme (for non-vehicles). Fleet inspection certificates are centrally located with Fleet Transport.
- 2.3. Thoroughly examined by a competent person – managers must ensure a thorough examination is carried out by a competent person in line with the [Lifting Operations and Lifting Equipment Regulations and Associated Approved Code of Practice L113](#). In practice this will be by the Council's service providers for statutory engineering inspection schemes (where they have been informed about the equipment).
- 2.4. If the equipment has been the subject of an examination scheme drawn up by a competent person, the thorough examinations must take place at the intervals in accordance with this scheme.
- 2.5. Lifting equipment is also subject to the Provision and Use of Working Equipment regulations (PUWER). Managers must comply with these regulations and ensure the lifting equipment is maintained in line with the written scheme and or the manufacturer's instructions (see [SWP Work Equipment](#)).
- 2.6. Where a manager/duty holder does not use the services of Property Services or Fleet Transport, they will be accountable and responsible for the repairs and maintenance of lifting equipment in line with this safe working procedure. Therefore Managers/Duty Holders must check if their lifting equipment is covered by either Corporate Estate and Assets Services or Fleet Transport.
- 2.7. For fleet vehicles, managers/duty holders must arrange for the repair and maintenance through Fleet Transport who will manage the statutory engineering inspections and repairs and maintenance for them.
- 2.8. Managers must make the equipment available for inspection and maintenance on request.

3. Safe Working Procedures Relevant to This Document

- 3.1 Managing Health and Safety
- 3.2 Risk Assessment
- 3.3 Work Equipment
- 3.4 Manual Handling
- 3.5 Moving and Handling of People
- 3.6 Moving and Handling of Pupils
- 3.7 Accident / Incident Reporting and Investigation
- 3.8 Control of Contractors - Construction and Building Maintenance
- 3.9 Control of Contractors - Service Providers and Suppliers of Goods

Note: Other safe working procedures may apply and the assessor should consult the SWPs. An A-Z is available on the Council's [Health and Safety Intranet](#).

4. Main Legislation Relevant to This Document

- 4.1 [Health and Safety at Work etc Act 1974](#)
- 4.2 [The Management of Health and Safety at Work Regulations 1999](#)
- 4.3 [The Lifting Equipment and Lifting Operations Regulations 1998](#)
- 4.4 [The Lift Regulations 1997](#)
- 4.5 [The Provision and Use of Work Equipment Regulations 1998](#)
- 4.6 [Manual Handling Regulations 1992](#)
- 4.7 [The Personal Protective Equipment at Work Regulations 1992 \(As amended\)](#)

5. Contact Address's and Guidance Links

- 5.1 Health and Safety Executive
 - [HSE](#)
 - 5.1.1. L113 – [Safe use of lifting equipment Approved Code of Practice](#)
 - 5.1.2. INDG209 – [Simple guide to the Lifting Operations and Lifting Equipment Regulations](#)
 - 5.1.3. INDG 442 – [Thorough examination of lifting equipment](#)
 - 5.1.4. INDG 339 – ['A thorough examination and testing of lifts: simple guidance for lift owners'](#)
 - 5.1.5. [HSE lifting free leaflets](#)
- 5.2 Lifting Equipment and Engineers Association
[LEEA](#)
- 5.3 Royal Society for the Prevention of Accidents
[RoSPA](#)
- 5.4 Institute of Occupational Safety and Health
[IOSH](#)
- 5.5 Southampton City Council Health and Safety intranet
[Health and Safety Intranet](#)

For full contact address visit the health and safety intranet [Useful Contacts](#).