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Lifting Operations and Lifting Equipment Policy

Document Control:

Policy Owner:	Director of Health & Safety or equivalent position
Policy Author(s):	Graham Hakes – Author (Safety Lead) & Communication/Operationalisation.
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Amendment History:

Version Number:	Effective Date:	Summary of Amendments:	Author:
V1 22 03 17	22/3/17	Initial version of document	John Phillips
V1.1 10 03 26	08/05/26	Review – consideration of Lifting Operations & Lifting Equipment CoP, minor amendments, converted responsibilities to a Responsibilities grid, change of template	Graham Hakes

1. Purpose

- 1.1 The ‘Lifting Operations and Lifting Equipment Regulations 1998’ (LOLER) are relevant to all activities carried out on the University campuses, including Gibbet Hill, Westwood and Stratford Innovation Campus, involving the lifting and lowering of loads, whether those loads are goods, equipment or people.

2. Scope

- 2.1 Lifting equipment is any work equipment, including any lifting accessories, used in lifting operations, such as cranes, hoists, goods and passenger lifts, vehicle tail lifts and cranes fitted to vehicles, cleaning cradles and its suspension equipment, telehandlers and forklifts, chains, strops, harnesses, ropes, spreader beams, hooks or eyebolts.
- 2.2 This Policy is supported by arrangements, instructions, and guidance on the management of lifting operations and lifting equipment, which are available on the University’s Health, Safety and Wellbeing web pages.
- 2.3 Under the provisions of Ordinance 18, ‘Health and Safety in the University’, it shall be a duty of all staff, students and others working in the University to comply, as far as it is appropriate, with ‘The Statement of Health and Safety Policy’, together with any other rules and guidance that may apply. This Policy, together with supporting arrangements, instructions and guidance, form part of the rules and guidance issued pursuant to ‘The Statement of Health and Safety Policy’.

3. Responsibilities

The table below outlines the key responsibilities associated with this Policy and should be read alongside the detailed role responsibilities set out in the [Leadership and Management of Health and Safety at the University of Warwick](#) document.

Role	Responsible for
Heads of Departments	Ensuring this Policy is implemented within their respective areas. Including but not limited, ensuring completion of risk assessment, suitable control measures are implemented, and cooperation with host employer.
Departmental Senior Administrative staff	Supporting Heads of Department in meeting the expectations placed upon them in relation to delivering the requirements of this Policy.
Technical Services Managers (or similar roles e.g. Facilities or Building Manager)	Ensuring that all lifting equipment and operations within their area are managed safely and effectively. This includes notifying Estates Compliance of any new lifting equipment and/or accessories, ensuring that relevant risks are assessed, equipment is appropriately maintained, technical staff are trained and supervised, and that all applicable safety arrangements are implemented and communicated within their area.
Supervisors & Managers (including Academic staff e.g. Principal Investigators)	<i>Ensuring that all people, activities, and research projects they lead are planned, conducted, and supervised safely.</i> This includes notifying Estates Compliance of any new lifting equipment and/or accessories, ensuring that relevant risks are assessed, equipment is appropriately maintained, staff and students are trained and supervised, and that all applicable safety arrangements are implemented and communicated within their area
All staff	Complying with this Policy and the associated arrangements, instructions and guidance.
Estates Director	Ensuring the Director of Maintenance, has the necessary resources and governance structures in place to enable Estates to manage their responsibilities under this policy.
Director of Maintenance	Head of Maintenance supported by the Mechanical Maintenance Manager (Estates) is responsible for implementing this policy and overseeing compliance with standards for lifting equipment.
The Director of Health and Safety or equivalent position	Advising on the standards and regulations that must be achieved in order to meet legal requirements; for keeping the University's Health and Safety website up to date with the related policy documents; and for ensuring that spot checks and audits are carried out to provide assurance that activities are being carried out in compliance with this Policy.

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Responsible	Heads of Department or equivalent Director of Health & Safety Estates Director
Accountable	Group Finance Director
Consult	Technical Services Manager Health and Safety Services Officers and Advisers Mechanical Maintenance Manager (Estates)
Inform	Departmental Senior Administrator Supervisors & Managers (including the Academic staff e. g. Principal Investigators)

4. Policy Statement

- 4.1 All lifting operations must be planned and supervised in line with the 'LOLER Approved Code of Practice and Guidance' available from the HSE. The level of planning and supervision applied should be commensurate with the level of risk: generic plans can be developed and incorporated into Risk Assessments/Method Statements for lower risk lifting operations.
- 4.2 All lifting equipment must be maintained at suitable periods and must be stored securely and safely when not in use.
- 4.3 The maintenance regime for lifting equipment will be determined through the risk assessment carried out under the 'Provision of Work Equipment Regulations', and in line with manufacturer/supplier information.
- 4.4 All lifting equipment and accessories owned by the University, must be registered with the Estates Department once in possession, so that the relevant equipment can be logged and arrangements made for a 'Competent Person' to carry out examinations on behalf of the University.
- 4.5 A LOLER competent person is someone who has the necessary knowledge, experience, and training to carry out thorough examinations of lifting equipment. Their role is to assess whether the equipment is safe to use and complies with LOLER regulations.
- 4.6 For equipment hired by the University, those engaging the supplier must ensure the equipment is in safe working order, has undergone the required thorough examination, and that a valid examination report is provided.
- 4.7 A detailed and thorough examination of lifting equipment and safety critical parts must be carried out at specified intervals by the Competent Person, who must then complete a written report. These examinations must be carried out before use for the first time, after assembly and before use at each location where installation of lifting equipment is required, and regularly, while in service, as follows:
 - 6 months, for lifting equipment and any associated accessories used to lift people

- 6 months, for all lifting accessories
- 12 months, for all other lifting equipment

4.8 Where serious defects are identified, i. e defect in the lifting equipment involving an existing or imminent risk of serious personal injury, the Competent Person carrying out the examination must immediately report this verbally to the person in control of lifting equipment/lifting operation and to Asset and PPM Manager in Estates who will then engage directly with the Department to ensure that the relevant item is taken out of use/quarantined as appropriate. This should then be followed by the written report, a copy of which must also be sent to the relevant enforcing authority (with a copy forwarded to the Health and Safety Department).

4.9 Consideration must be given to the safety of lifting operations and lifting equipment used for lifting or lowering individuals with limited mobility in accommodation provided by the University. Cooperation between the University and the individual prior to their arrival at the University is essential in this regard.

5. Associated Documents

https://warwick.ac.uk/services/healthsafetywellbeing/guidance/lifting_equipment/

https://warwick.ac.uk/services/healthsafetywellbeing/guidance/statest/statinspectrecords/plant_equipment_statutory_testing/