

Lifting Operations and Lifting Equipment Policy

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 Wellesbourne, involving the lifting and lowering of loads, whether those loads are goods, equipment or people.

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, tele-handlers and fork lifts, chains, strops, harnesses, ropes, spreader beams, hooks or eyebolts.

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.

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'.

Core Principles

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.
2. All lifting equipment must be 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 in line with manufacturer/supplier information.
3. All lifting equipment and appliances must be registered with the Estates Department before it is first used, 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. 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, 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
5. Where serious defects are identified, the competent person carrying out the examination must immediately report this verbally to the Duty Holder who will then engage directly with the Department to instruct 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).

6. Particular 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.

Responsibilities

Heads of Departments which own or hire lifting equipment and/or who undertake lifting operations are responsible for the implementation of this Policy within their respective departments and for its communication to their staff and students as appropriate.

The Director of Estates is responsible for appointing a Duty Holder who will, with the support of the Estates' Compliance and H&S Manager, oversee the University's arrangements for the management of thorough examinations and the contractual relationship with the nominated competent person(s): this service is typically provided by engineers from the University's appointed insurance company.

The Competent Persons would be appointed by or on behalf of our insurers, and they are responsible for carrying out statutory inspections and reporting findings to the Estates' Compliance and H&S Manager.

All staff within departments must comply with this Policy and the associated arrangements, instructions and guidance.

The Director of Health and Safety is responsible for 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, linking such pages to any relevant arrangements, instructions and guidance; 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.

Review

This policy is dated February 2017. The policy will be reviewed at least annually.

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