

## Lifting Operations and Lifting Equipment Policy

<b>Name</b>	<b>LOLER Policy</b>
<b>Summary</b>	<b>This policy sets out safe procedures and guidance to ensure compliance with The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.</b>
<b>Associated Documents</b>	<b>Health and Safety Policy</b>
<b>Target Audience</b>	<b>All staff of GJF</b>
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**The Golden Jubilee Foundation is the new brand name for the NHS National Waiting Times Centre. Golden Jubilee National Hospital Charity Number: SC045146**

## Golden Jubilee Foundation Values Statement

What we do or deliver in our roles within the Golden Jubilee Foundation (GJF) is important, but the way we behave is equally important to our patients, customers, visitors and colleagues. We know this from feedback we get from patients and customers, for example in “thank you” letters and the complaints we receive.

Recognising this, the GJF have worked with a range of staff, patient representatives and managers to discuss and promote our shared values which help us all to deliver the highest quality care and service across the organisation. These values are closely linked to our responsibilities around Equality.



**V**aluing dignity and respect

**A** can do attitude

**L**eading commitment to quality

**U**nderstanding our responsibilities

**E**ffectively working together

Our values are:

- Valuing dignity and respect.
- A ‘can do’ attitude.
- Leading commitment to quality.
- Understanding our responsibilities.
- Effectively working together.

Our policies are intended to support the delivery of these values which support employee experience.

# **LOLER Policy**

## **1. Introduction and policy statement**

The Golden Jubilee Foundation (GJF) recognises its responsibilities in accordance of the Health and Safety at Work Act (1974) and subordinate legislation to provide so far as is reasonably practicable, safe systems of work to ensure compliance with the statutory requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

The regulations were introduced in order to control and minimise the risks posed by lifting equipment and related operations, to employees and others.

In general, the law requires that any lifting equipment for use at work is:

- Suitable, strong and stable enough for the proposed use;
- Marked to indicate safe working loads and if it is used for carrying people, marked with the maximum number of persons that can be carried;
- Positioned and installed to minimize any risks to staff, patients or visitors;
- Used safely, i.e. the work is planned, organized, performed and supervised by competent people;
- Subject to ongoing thorough examination and inspection usually detailed within a written scheme of examination by a competent person;
- Inspection or examination reports must be kept available for scrutiny by authorised personnel.

## **2. Scope**

This policy applies to all staff, contractors, volunteers, students and those on work experience at the GJF.

This policy has been written taking into consideration the needs of all diversity groups.

## **3. Definitions**

Lifting equipment is defined as any equipment whose principal purpose is to lift or lower loads and this includes any attachments used for anchoring, fixing or supporting the load. The policy covers a wide range of lifting equipment; examples include:

- Cranes (e.g. tower, fixed, mobile, swan-neck, jib) fork lift trucks, goods and service lifts, mobile elevating work platforms, vehicle tail lifts, scissor lifts, engine hoists.

- Passenger lifts, hoists for lifting patients in and out of beds, baths and swimming pools, mortuary trolleys with lifting capabilities, and other people lifting devices.
- All lifting accessories such as wires, chains, ropes, slings, pulley blocks, lifting beams, shackles, eyebolts, harnesses, jacks, axle stands, pulleys to raise materials.

In addition to the requirements of LOLER, lifting equipment is also subject to the requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998 and closely allied to the Work at Height Regulations 2005 and the Manual Handling Operations Regulations 1992.

## **7. Training Requirements**

Any specific training requirements shall be identified by the department manager via the risk assessment process or via Learning Needs Analysis. Additional advice and support can be sought from the Health and Safety Manager.

Training requirements relating to manual handling will be scheduled as part of the mandatory training matrix and will be provided by the Manual Handling Lead.

## **8. Inspection of Equipment**

Thorough examinations and inspections of lifting equipment are important parts of the lifting equipment regulations. Inspections should be carried out by a competent person in accordance with LOLER Regulation 9 and produce a report based on the information as detailed in schedule 1 of LOLER.

Equipment should receive an initial thorough examination, which is usually carried out by the manufacturer or supplier prior to supply.

Subsequent thorough examinations should be carried out annually, except for equipment used to lift persons, which must be examined every six months.

In addition, it is important that the person receiving inspection and maintenance reports from the competent assessor understands their contents and importance and that a clear procedure is in place to take equipment out of use immediately if required.

Records of all examinations and maintenance must be kept for each piece of equipment owned and used by the GJF.

## **9. Hired lifting equipment**

If equipment is hired, it is vital that inspection records are checked for the equipment and arrangements are in place to ensure the provision of suitable and sufficient information and training to ensure the equipment will be used safely.

## **8. Roles and responsibilities**

**8.1 The Chief Executive** is responsible for:

- Ensuring there are arrangements for identifying, evaluating and managing risk associated with lifting operations and lifting equipment;
- Ensuring that adequate resources are made available to implement the policy.

**8.2 Department Managers** are responsible for ensuring:

- Suitable and sufficient risk assessments are completed;
- Safe systems of work are used when any LOLER related work or procedure is to be undertaken;
- Any LOLER equipment that is being purchased is suitable and fit for its intended purpose and use;
- Input from the end user, i.e. their staff and their safety representatives is obtained on the suitability of LOLER equipment;
- The lifting equipment is strong enough, stable, suitable and sufficient for the work activity and compliant with the appropriate safety standards and CE marked;
- All lifting equipment used by staff is subject to regular, thorough examination, maintenance and inspection;
- The equipment is stored, maintained and serviced according to the manufacturer's specifications;
- Any lifting operations are planned, organised and carried out in accordance with the requirements of this policy;
- The provision of suitable and sufficient information, instruction and training to staff using lifting equipment to enable them to become competent in its use

**8.3 Employees** are responsible for:

- Taking reasonable care of themselves and other who may be affected by their actions;
- Following relevant safe systems of work relating to lifting equipment operations;
- Reporting any defects of other problems with the lifting equipment and/or lifting operations to their Line Manager;

**8.4 The Estates and Facilities Department** is responsible for:

- Ensuring that a competent person is in place to complete the inspections of the lifting equipment;
- Ensuring that contractors comply with the requirements of this policy and the regulations.

## **9. Monitoring and review**

The Health and Safety Committee shall ensure that this policy is reviewed every three years or after:

- a) Any significant changes in working practices
- b) Any changes in statutory legislation or Board requirements
- c) An incident occurs that requires improvement in practice.

## **Appendix 1: Lifting Equipment (General LOLER Guidance)**

Where a task is routinely carried out using LOLER equipment, a documented risk assessment should have already been carried out to take into account the risks associated with it.

The following factors should be considered when undertaking a risk assessment of lifting equipment and operations:

- All LOLER equipment and attachments must be suitable, strong and stable enough for the proposed use;
- Marked to indicate safe working loads and if it is used for carrying people, marked with the maximum number of persons than can be carried;
- Positioned and installed to minimise any risk to staff, patients or visitors;
- Used safely, i.e. the work is planned, organised, performed and supervised by competent people;
- Subject to ongoing thorough examination and inspection; usually detailed within a written scheme of examination by a competent person;
- Inspection or examination reports must be kept available for scrutiny by authorised personnel;
- Those involved in working with LOLER equipment must be trained and competent to use it;
- Limitations on the equipment's capabilities and use as specified by the manufacturer or supplier;
- The type of load being lifted, it's weight, shape, size and what it consists of;
- The risk of a load falling off or striking a person or object;
- The risk of the lifting equipment failing, collapsing, toppling or falling over while in use;
- The weather conditions (rain, wind speed & direction);
- Working conditions (ground or surface, lighting);
- Safe access and egress;
- Ease of rescue;
- The need for additional personnel such as banksmen, signalmen, slingers and security staff;

### **Examination and Maintenance of Lifting Equipment:**

- Lifting equipment is used to lift people and all its lifting accessories must be thoroughly examined (by a competent person) at least every 6 months;
- All other lifting equipment that is not used to lift people must be thoroughly examined (by a competent person) at least every 12 months;
- If the safety of equipment depends on the way in which it is installed or assembled at a new location, then it must be thoroughly examined each time it is installed or reassembled to ensure it is safe to operate;

- A written record of all thorough examinations must be provided by the competent person within 28 days of the examination;
- Records of the examinations are to be kept by the Estates and Facilities Department;
- The records of the examinations must be kept for a minimum of two years;
- A thorough examination is not always required for new equipment which should be accompanied by an EC declaration of conformity made not more than 12 months before the lifting equipment is put into service. The EC declaration of conformity certificates must be kept for the life of the equipment it covers;

### **Marking of lifts & Lifting Equipment:**

- All lifting equipment and accessories must be clearly marked to indicate their safe working load (SWL);
- Lifts are highly specialised pieces of equipment and require particular procedures to be followed when being installed, inspected or decommissioned;
- Equipment used for lifting persons must be marked to identify the maximum load in number of persons as well as its safe working load;
- Lifting equipment that is not designed to lift persons should be marked to indicate that it should not be used for lifting persons;

### **Planning Lifting Operations**

Consideration must be given to the risks involved with all lifting operations which must also be properly supervised and carried out safely. When planning the lifting operation consideration must be given to the following:

- The nature of the lifting operation, e.g. slung single mass or tandem lift using more than one piece of lifting equipment;
- The nature of the load to be lifted, e.g. stable single mass or unstable load such as a part filled liquid container;
- The magnitude / mass of the load and its centre of gravity;
- Ensure stability through designing a suitable base anchorage, ballast outriggers or stabilisers, counterbalancing. Etc;
- Any people who may access or be working below the 'lift' and the risks posed to any individuals or property in the immediate vicinity of the lifting operation (lifting loads over people must be minimised);
- Visibility of both operators and supervisors during the operation and suitable communication between them;
- The methods used for attaching/detaching and securing the loads during the operation, use of riggers, slingers and/or banksmen;

- Operators using lifting equipment must be afforded adequate protection from environmental conditions such as noise, harmful substances, the weather etc;
- Other hazards to consider, e.g. available space, working below ground, confined spaces, proximity to overhead power lines, telephone cables, storage of fuels, correct tyre pressures and braking & warning systems;
- Documented evidence of training to the appropriate level to ensure that all operators can undertake their respective tasks safely;
- The level of supervision necessary to execute the lifting operation safely – this must be undertaken by a competent person and may be necessary for sensitive or difficult loads, or where an operator is inexperienced in a particular type of lift;
- Cordon or barrier off areas where lifting operations are being undertaken.