



HM-POL-02 Lifting Equipment Policy (LOLER)

Version	3	Developed by	Assistant Director – SHEQ
Approval	20/12/2024	In Consultation With	Health and Safety Manager, Corporate Services Director, Property Services Manager
Classification Type - (Confidential, Restricted, Internal use only, None)			Internal Use Only

1. Policy Statement

LOLER place duties on Framework and employees, who own, operate or have control over lifting equipment.

In most cases, lifting equipment is also work equipment so the Provision and Use of Work Equipment Regulations (PUWER) will also apply (including inspection and maintenance).

LOLER is supported by L113 Safe use of lifting equipment: Approved Code of Practice (ACOP) and additional free guidance from HSE. The failure and/or misuse of lifting equipment can potentially cause serious personal injury, significant damage to property and loss of time and money.

Failure of any load- bearing part of any lifting equipment is reportable to the Health and Safety Executive as a Dangerous Occurrence under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013) (RIDDOR)

If you undertake lifting operations or are involved in providing lifting equipment for others to use, you must manage and control the risks to avoid any injury or damage. Where you undertake lifting operations, you must:

- Plan them properly
- Use only people who are competent and trained
- Supervise them appropriately
- Ensure that operations are carried out in a safe manner
- Ensure lifting equipment and accessories are appropriate for task
- Mark Safe Working Loads [SWL] or Work Load Limit (WLL) on lifting equipment and accessories
- Thoroughly examine and inspect lifting equipment and accessories

2. Scope

This policy aims to define how Framework ensures the safety of people when using lifting equipment or when using passenger and goods lifts. When an object or person is lifted and lowered there are risks from:

- Equipment failure resulting in the object or person being lifted or lowered to fall. injuring persons beneath
- Collapse of equipment or its components which fall onto persons causing injury



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- During the operation of lifting equipment persons being injured by being crushed. Struck or falling.

This policy applies to all assets owned and managed by Framework; commercial properties are included in this policy and will be implemented by:

- Identifying properties (commercial & domestic) that have passenger lifts, hoists and other equipment used for the purpose of lifting installed or present.
- Identifying the equipment/installation that need regularly servicing and maintaining.
- Identifying the equipment/installations that have high level repairs
- Identifying the equipment/installations that require replacement

3.Definitions

3.1 What is a lifting operation?

A lifting operation is an operation concerned with the lifting or lowering of a load. A load is the item or items being lifted, which includes a person or people.

3.2 What is lifting equipment?

Lifting equipment means work equipment for lifting and lowering loads. This includes lifting accessories and attachments used for anchoring, fixing or supporting the equipment.

4. Maintenance Procedures

In order to provide an effective maintenance service for passenger lifts, hoists and other equipment used for the purpose of lifting, Framework will adhere to the following schedule:

Frequency	Details	By who?
Annually/every six months	Thorough examination must be carried out at regular intervals	Specialist Contractor
First use	Before first use (unless there is a valid declaration of conformity made less than 12 months earlier)	Specialist Contractor
First use	If the equipment is moved and re-installed	Specialist Contractor
Annually/ every six months	Keep records of thorough inspections in this section of the file	Service Manager
Ongoing	Ensure instruction manuals are available and a copy is kept in this file	Service Manager
Ongoing	Keep copies of equipment training records in this section of the file	Service Manager
Each use	Carry out a visual inspection of the equipment prior to use	All staff



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Passenger lifts – servicing/maintenance

All passenger lifts are under a service/maintenance programme of works including remedial repairs, and the full programme is controlled by specialist contractors. The information pertaining to specific lift contractors will be stored in property files.

Contractors will manage their own programme, including booking in the service and maintenance of the passenger lifts.

On completion of the service / maintenance The contractor will send the service report to propertyservices@frameworkha.org (Property Services Mailbox.)

Service Reports are checked for any remedial works needed these will be raised accordingly. Where it is identified by the Property Services Team that there are late reports, an email request is sent to contractor as a prompt.

Reports are then stored and uploaded to our compliance system (C365) which will flag any action raised and provide the next service/maintenance date.

The agreement of contract is completed by the Head of Property Services and finalised by the Property Services Manager.

Lifting Equipment (Ario Huntleigh)

All other lifting equipment including hoists, baths, beds, slings etc are under a maintenance / management programme, with a specific specialist contractor

The full inventory of equipment is managed by the contractor and as such all works are programmed by them.

All reports are sent to propertyservices@frameworkha.org (Property Services Mailbox) and are checked by a Property Services Officer for any remedial works, which are raised accordingly.

All servicing/maintenance reports are stored on a specific contractor portal for access by the Property Services Manager and Property Services Team Leader for ease of access and visibility.

Thorough examination (Bureau Veritas)

For insurance purposed all lifting equipment (Passenger Lifts and Lifting Equipment) undergo a thoroughly examined by a specialist contractor.

This is managed by the contractor and reports are sent to the Property Services Manager and Health and Safety Manager.

All reports are stored and are available on the contractor portal.

The passenger lift thorough examination reports are stored on our compliance system (C365.) The system raises any remedial actions and produces a next examination due date.

Any reports where remedials are raised are sent on the appropriate contractor and are completed as per the maintenance agreement.



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5. Planning Lifting Operations

5.1 Risk assessment

A risk assessment should be undertaken to identify the risks of the proposed lifting operation assisting with a selection of measures to eliminate or adequately control the risks proportionate to the magnitude of risk.

For all lifting activities the supervisor shall ensure that every lifting operation involving lifting equipment is:

- properly planned by a competent person
- appropriately supervised; and
- carried out in a safe manner

The degree of planning will vary considerably, depending upon the type of lifting equipment to be used and the complexity of the lifting operation for which it will be used. This preliminary action must ensure that the equipment selected is suitable for the range of tasks that it will have to carry out.

It must be strong and stable enough for the particular use, and must be installed correctly.

Checklist to assist in the selection of suitable lifting equipment

Consider:

- The weight and nature of the load to be lifted
- What lifting accessories are needed?
- Where is the load to be moved from and to?
- How often will the equipment be used for this task? In what environment will the equipment be used?

5.2 Planning of individual lifting operations

For routine lifting operations the planning of each individual lifting operation will be a matter for the operators who have the appropriate knowledge, training and expertise.

An example of an action sequence for an individual routine lifting operation:

- Assess the load
- Select any appropriate accessories
- Check the path of the load this must surface and ground conditions
- Prepare its setting-down position
- Check the condition of the equipment and any accessories that secure the load
- Make the lift, Release the load.

For complex lifting operations it may be necessary to plan the task on each occasion.

Wherever possible, Framework will seek to minimise much more complex lifting operations and will utilise specialist contractors where appropriate.



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Here a written plan should be developed by a person with significant and specific competencies - adequate training, knowledge, skills and expertise - suitable for the level of the task.

6. Procurement of lifting equipment and accessories

Equipment should be sourced from credible suppliers experienced in the sector and with access to sound technical and training support. It should be CE marked and supplied with a Declaration of Conformity and instructions in English. All lifting equipment including accessories, must be clearly marked to indicate their 'safe working loads' (SWL) or 'work load' (WLL) limit which is the maximum load the equipment can safely lift.