



Health and Safety Standard for Lifting Operations and Lifting Equipment

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Related H&S Policies/Standards

Health & Safety Policy

Accident/Incident (Reporting & Investigating)

Selecting & Managing Contractors

* Related policy & Standards are available within the  [Health & Safety Management System](#)

1. Scope

This Lifting Operations and Lifting Equipment Standard is applicable to all employees of The Charity and is to be applied by managers and staff (inc. agency staff) where lifting operations and/or use of lifting equipment occurs.

2. Purpose

This Standard forms part of The Charity's Health and Safety Management System and outlines the arrangements for assessing and mitigating risks associated with the use of lifting equipment and lifting operations. Its purpose is to:

- a) Ensure that all lifting equipment is fit for purpose, adequately serviced and maintained.
- b) Ensure that all lifting operations are conducted in a safe manner.
- c) Assist the Charity in complying with:
 - i) Health and Safety at Work etc. Act 1974
 - ii) The Management of Health and Safety at Work Regulations 1999
 - iii) The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

3. Definitions

For the purpose of this standard the following definitions shall apply:

- **Lifting operation:** An operation concerned with the lifting or lowering of a load (including people).
- **Lifting equipment:** Any work equipment that is used for lifting and lowering loads and includes its attachments used for anchoring, fixing, or supporting it (such as: removable eye bolts, chains, ropes, shackles, magnets etc.). Types of lifting equipment and operations may include (but not exclusively):
 - i) Passenger lifts.
 - ii) Rope and pulley to raise a bucket up scaffolding.
 - iii) A dumb waiter.
 - iv) Vacuum lifting cranes.
 - v) Vehicle inspection hoist.
 - vi) Scissors lift.
 - vii) Hoist or sling for lifting a person into a bed/bath.
 - viii) A loader crane fitted to a lorry.
 - ix) Refuse vehicle loading arm used for tipping.
 - x) Vehicle recovery equipment.
 - xi) Vehicle tail lifts.
 - xii) Mobile elevated work platforms.
- **Thorough examination/examination scheme:** A suitable scheme drawn up by a competent person for such thorough examinations of lifting equipment at such intervals as is necessary.
- **Competent person:** A competent person is someone who has adequate practical and theoretical knowledge and experience of lifting equipment/lifting operations and is sufficiently independent and impartial to allow objective decisions to be made in respect of thorough examinations.

4. Managing Property Compliance & Remedial Actions

Effectively managing property safety is vital to ensure the safety of staff, residents and visitors and demonstrates a positive approach to health and safety.

External contractors are engaged as the competent persons to undertake specific compliance inspections, surveys or assessments, in line with the Health & Safety Standard for 'Selecting & Managing Contractors'

The procedures for managing the compliance programme and resulting remedial actions that arise from the inspections, assessments and/or surveys is available in the [health and safety guidance folder](#) on The Charity's intranet site.

5. Responsibilities

The Charity is responsible for managing the risks associated with lifting equipment and lifting operations under the Charity's control. It must ensure that the risks are assessed and appropriate controls are in place to minimise the risk of injuries. This will include nominating a 'Responsible Person' who will have overall management responsibility.

5.1 Responsible Person – Director of Property & Places

The Charity's nominated responsible person for Lifting Operations and Lifting Equipment Safety is the Group Director of Property & Places, who shall have overall responsibility for ensuring the implementation of this Standard; by ensuring adequate resources are available for the Head of Property Management to fulfil their responsibilities and by monitoring overall compliance.

5.2 Head of Property

The Head of Property is responsible for overseeing the implementation of this Standard and must ensure that all passenger/service lifts and hoists within The Charity's owned or hired/leased buildings are subjected, as appropriate to the requirements in section 5. They must also ensure:

- a. All lifting equipment is installed and maintained in a safe condition and is serviced in accordance with the manufacturer's recommendations.
- b. A record of the location and type of lifting equipment, within each property, is maintained and available as necessary.
- c. A system is in place to ensure all service, repairs and inspections are retained for the duration of each lifting equipment lifespan.
- d. All lifting equipment is subject to thorough examinations at least every six months.
- e. The services of competent lift contractor(s) are engaged to assist The Charity to manage its safety responsibilities and who will:
 - o Only permits competent staff to work on The Charity's lifting equipment.
 - o Maintain and provide a register of all lifting equipment to the relevant Property Manager.

- Maintain all lifting equipment through responsive maintenance, planned preventative maintenance and periodic safety checks, including thorough examinations at least every six months.
- Notify the relevant Property Manager of any defects that may be a danger immediately and provide a written report within five working days of the service/inspection etc.
- f. To ensure the development and implementation of procedures to support compliance with this standard; including emergency procedures to deal with any lifting equipment issues, (such as passengers trapped inside the lift).
- g. That compliance with all procedures is regularly monitored, reviewed, and audited and any recommendations following such activities are implemented.

5.3 Property Managers

The Property Manager is responsible for overseeing The Charity's properties within a specific region. They will support the Responsible Person and the Head of Property in the day-to-day implementation of this Standard and shall, within their area of responsibility:

- a) Undertake any training as required by the Responsible Person to fulfil their responsibilities.
- b) Be aware of where the lifting equipment is located for the properties within their area of responsibility.
- c) Liaise with the Head of Property and the Head of Health and Safety regarding safety concerns for lifting equipment.
- d) Ensure only YMCA approved lift engineers are permitted to access and/or work on lifting equipment.
- e) Ensure the lifting equipment is serviced in accordance with manufacturers guidance and procedures from the Head of Property.
- f) Monitor all lifting equipment in their area of responsibility is subjected to thorough examination at least every six-months.
- g) Review the outcome of any reports from the lift servicing and thorough examination and ensure lifting equipment that has been identified as dangerous is immediately removed from use, until the defects have been rectified.
- h) Notify the local fire authority when a lift has been removed from use and is unlikely to be repaired and back in use within 24-hours as soon as practicable
- i) Ensure a LOLER inspection has been conducted prior to the lifting equipment being put back in service.
- j) Ensure the Project Manager, Head of Property and Head of Health and Safety have been notified of any lifting equipment that has been removed from use as soon as practicable.
- k) Monitoring all remedial work identified in the thorough examination report has been uploaded to the property database.
- l) Ensure the remedial actions are assigned to the appropriate contractor for completion within the required due date.
- m) Monitor that the contractor complies with the agreed timescale for remedial actions to be completed

- n) Ensure appropriate evidence is uploaded to the property database before the action may be closed.
- o) Ensure that all lifting equipment safety incidents are reported onto The Charity's accident database '[Report It](#)' on the intranet.

5.4 Project/Scheme Manager

Project/Scheme managers are based on site and should ensure a system is in place that only permits authorised personnel to access/conduct works on lifting equipment.

They must ensure key staff members are aware of the contractors intended site visit and that staff are aware of the site emergency procedures and key contact details in the event of an emergency issue with the lifting equipment.

Where the intended works may impact on the residents and/or users of the building ensure that suitable notification is provided and any associated risk assessments are adhered to.

5.5 Managers Responsibilities

Managers are responsible for ensuring safe systems of work/local procedures are in place and adhered to, to manage the risks associated with lifting operations and the use of lifting equipment, appropriately, within their area of responsibility as outlined in [section 5 below](#).

Managers must ensure any incidents involving lifting equipment/operations are reported on The Charity's accident database '[Report It](#)' as soon as practicable after the event.

5.6 Employee Responsibilities

Employees who use lifting equipment on behalf of The Charity must ensure they:

- a) Only use lifting equipment issued by The Charity for their intended use.
- b) Only use issued lifting equipment for which they are authorised and competent to do so.
- c) Adhere to the safe systems of work/local procedures provided and training undertaken.
- d) Complete any pre-use checks of the lifting equipment before the lifting operation commences, to determine it is safe to use and immediately report all faults to their line manager.
- e) Do not use any lifting equipment that shows signs of damage.
- f) Be aware of emergency rescue plans before any lifting of people is undertaken
- g) Do not attempt to make any repairs/modifications unless authorised and competent to do so
- h) Report all hazards and incidents/accidents to their line manager at the earliest opportunity.

6. Lifting Equipment and/or Operations

6.1 Lifting Equipment

All lifting equipment must be suitable for the purposes for which it is provided/used and must:

- a) Be made with materials which are suitable for the conditions under which it will be used.
- b) Sufficiently strong, stable, and suitable for the proposed use to prevent the risk of injury. Similarly, the load and anything attached must be suitable.
- c) Constructed to minimise the risk of injury from slips, trips, and falls.
- d) Fitted with safe and suitable means of access/egress where required.
- e) Fitted with suitable operator protection from the environment which could have an adverse effect on the operator. This must not impede the operator's ability to carry out their tasks safely.
- f) Visibly marked with any appropriate information to be considered for its safe use (safe working loads etc.). Accessories such as slings/clamps etc. should also be similarly marked.
- g) Marked accordingly if used for lifting people and that it is safe for such a purpose including the maximum number of people it is permitted to lift.
- h) Fitted with a load limiting/indicating device with adequate warning mechanisms for the operator, where appropriate.
- i) Positioned or installed to prevent the risk of injury (from the equipment or the load overturning, falling or striking people).
- j) Thoroughly examined (inc. any accessories), before used for the first time, where appropriate.
- k) Thoroughly examined (inc. any accessories), by a competent person, at specified periods, [see point 5.4](#).
- l) Subject to appropriate action following a thorough examination or inspection which identifies any defects which are considered a danger to people. These defects must be notified to the relevant manager forthwith and a report submitted by the competent person that identifies the appropriate action to take.

5.2 Lifting Operations

Before any lifting operations and/or use of lifting equipment occur, the manager will ensure:

- a) Risk assessments for all lifting operations and lifting equipment are to be completed by a competent person considering the key points in [section 5.3 below](#).
- b) Lifting operations are properly planned, supervised, and carried out in a safe manner by people who are competent.
- c) The significant findings from all risk assessments are recorded using the [generic risk assessment template](#).
- d) The recommendations from the risk assessments are implemented as required before the lifting operation commences.
- e) Generic plans, risk assessments, and procedures may be used for routine lifting operations.
- f) Where appropriate (particularly when two or more items of lifting equipment are used simultaneously), a plan is written addressing the risks identified in the risk assessment, the resources required, and the responsibilities and procedures required to ensure the lifting operations are carried out in a safe manner.

- g) Risk assessments are formally reviewed/reassessed as appropriate according to the nature of the lifting operation and/or lifting equipment by a competent person.
- h) The competent person carrying out the lifting operation will complete pre-use checks of the lifting equipment before the lifting operation to determine it is safe to use and report all faults must be reported to the line manager.
- i) Emergency rescue plans are in place before any lifting of people is undertaken.
- j) That lifting equipment is not brought any closer than 10m to overhead power lines.

5.3 Risk Assessments

Risk assessments should, as a minimum, assess the risks from:

- a) Weight, size, and nature of the load.
- b) Suitability/compatibility of accessories to be used (slings, hooks etc.).
- c) Path of the load to ensure it will not be obstructed/pass over people.
- d) Proximity hazards e.g., overhead power lines, trenches/excavations, traffic.
- e) Suitability of the place to set the load down.
- f) Visibility of the load/path by the operator.
- g) Environment (weather conditions, lighting, ground stability/slopes etc.).
- h) Poor condition/failure of lifting equipment/accessories.
- i) Operator competence (inc. stress/fatigue/lack of procedures etc.).
- j) Suitable level of supervision

5.4 Thorough Examinations

Thorough examinations (including accessories) must be conducted by a competent person, at specified periods of at least six-monthly for accessories and equipment used to lift people, and, at a minimum, annually for all other equipment; or at intervals laid down in an examination scheme drawn up by a competent person and/or after exceptional circumstances e.g. it has been damaged. The thorough examinations must consider:

- a) The lifting equipment and accessories condition.
- b) The environment in which they are used.
- c) The number of lifting operations and the loads lifted.
- d) A report must be made available as a written document.

7. Document Control

This document is maintained, updated, and controlled through the Charity's intranet site. Documents printed from this site and kept as a hard copy should not be considered as current when referred to at a later date.