



# Lifting Operations and Equipment Standard

## Warwickshire County Council

This standard has been produced in accordance with Warwickshire County Council's (WCC) Health and Safety Policy to ensure that all health and safety issues relating to Lifting Operations & Lifting Equipment Regulations (LOLER) are adequately managed, and controlled and outlines the minimum requirements that must be met.

The requirements within the standard need to be interpreted and included into service and team local arrangements.



### **Plan** – consider activities, risks & competency.

Refer to legislation, WCC standards and industry best practice

### Why do we need this Standard:

It is the County Council's duty to ensure that all lifting equipment.

- Is sufficiently strong, stable, suitable, and visibly marked for its proposed use and safe working load.
- Is positioned and installed to minimise risks.
- Is in a good state of repair and fit for purpose.
- Is appropriately inspected, tested, identified, and examined by a competent person; and used safely.
- Have in date inspection reports and records and that these receive action where necessary.
- And all lifting operations are undertaken safely and are appropriately planned, and risk assessed and.
- All relevant statutory requirements and, where reasonably practicable, best practice guidance is adhered to.

The information, guidance and instruction within this Standard cover the provision and operation of all lifting equipment. The Standard is applicable to all areas of the County Council; it is essential therefore that everyone involved in undertaking and/or managing lifting operations or lifting equipment adheres to its requirements. The application of this Standard will ensure that, so far as is reasonably practicable, the County Council meets all relevant statutory requirements regarding the general provision of lifting equipment.

The Standard will provide a standardised approach for all persons who are responsible for lifting equipment and controlling lifting activities ensuring consistency across the



County Council. The lifting equipment and lifting activities relate to the lifting and lowering of persons as well as loads. In addition to the requirements of Lifting Operations and Lifting Equipment Regulations, lifting equipment is also subject to the Provision and Use of Work Equipment Regulations (PUWER), as well as the Supply of Machinery (Safety) Regulations.

This Standard applies to all lifting equipment whether owned, hired or on loan to the County Council. When hiring lifting equipment, it must be supplied to the user with at least a summary of the last thorough inspection. It must be inspected before use by the user and the findings recorded (locally controlled Pre use Inspection Sheets must be available). The controlling service must ensure regular maintenance and inspections are conducted while the equipment is hired. Daily pre-use inspections must also be completed under PUWER. Warwickshire County Council will expect the lifting equipment used by contractors to comply to the same inspection regime as detailed in this Standard. All relevant documentation must be made available for inspection if requested by an employee of Warwickshire County Council

## Definitions

**Lifting equipment** - includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing, or supporting it. The Regulations cover a wide range of equipment including, climbing gear fork-lift trucks, lifts, personal hoists, stair-climbers, mobile elevating work platforms, lifts, and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts etc. For equipment that has more than one function which includes lifting may be treated under LOLER or PUWER dependent on its primary function i.e. a raise lower bed is primarily a bed therefore would come under PUWER, other examples include a conveyor belt, roller shutter doors, eye bolts permanently fixed to the load and tipper trucks.

**Lifting Operations** - includes lifting and lowering of persons as well as loads. Some non-exhaustive examples of the types of equipment and operations that are included are:

- a passenger lift in an office block.
- a vehicle inspection hoist.
- hoists used to lift patients in care facilities; and
- vehicle tail lifts.

**Competent Person** - competent person is someone who has sufficient technical and practical knowledge of the equipment to be able to detect any defects and assess how significant they are. It is also important that the competent person is sufficiently independent and impartial to allow them to make an objective assessment of the equipment. For this reason, it is not advisable for the same person who performs routine maintenance to conduct the thorough examination, as they are then responsible for assessing their own work.

**Safe Working Load** - (SWL) The maximum load that the equipment can safely lift.



**Do** - implement safe working practice & control measures, produce documentation & records, arrange training, inform staff

## Thorough examination and inspection

Thorough examinations will normally be conducted by an independent competent person from outside the County Council, such as an engineer from the approved testing service or manufacturer of the equipment, an independent examining engineer from an appointed insurance company or an inspector from the current WCC approved testing service.

Managers and Head Teachers must ensure that the person chosen to act as the competent person for thorough examination has the appropriate practical and theoretical knowledge and expertise of the lifting equipment to be thoroughly examined, which will enable them to detect defects or weaknesses, which it is the purpose of the examination to discover. All lifting equipment must be thoroughly examined by a competent person in conformity with the following criteria.

A thorough examination must be conducted:

- When the equipment is put into service for the first time unless:
  - It is new and has not been used before and you have received a declaration of conformity made not more than 12 months before the lifting equipment is put into service.
  - You have obtained the equipment from another undertaking, and it is accompanied by a copy of the previous report of a thorough examination Where safety depends upon the installation conditions to ensure that it has been installed and is safe to operate:
  - After assembly and before use at each location, this covers any equipment that requires assembly or installation before use.
  - If it was assembled at site, it must be examined by a competent person to ensure assembly was completed correctly.
- Where lifting equipment could be exposed to conditions causing deterioration which could result in a dangerous situation occurring.
- Lifting equipment for lifting persons must be thoroughly examined at least every 6 months.
- Accessories for lifting (lifting gear) must be thoroughly examined at least every 6 months.
- All other lifting equipment must be thoroughly examined at least every 12 months.
- Following any significant change which may affect the safe operation of the lifting equipment. These include:
  - its involvement in an accident or dangerous occurrence.
  - after a significant change in conditions of use; and
  - long periods out of use
  - After exceptional circumstances liable to affect the safety of the lifting equipment. (modifications, or replacements/repair of safety critical parts)

## Pre-use inspections

All lifting equipment needs to be subjected to a pre-use visual inspection. The purpose of these pre-use inspections is to identify faulty equipment. Operators of the equipment must function as the first line of defence in identifying any faults or damage. Such checks must be conducted before the lifting equipment is used by an operator during each working day or at the beginning of each shift. The person inspecting the equipment must be competent to undertake the role. For the majority of lifting

equipment, the operator must be competent to conduct the pre-use inspection as the inspection element needs to be part of the operator training.

## Examination reports

Each inspection and thorough examination must be accompanied by a written report. It must be signed by the competent person conducting the examination and issued to the user. It must include the date of examination, date of next examination due and any defects found (for a full list of requirements please see schedule 1 of the LOLER regulations in the further information section). The report can be contained in a register/file, attached to the equipment, or stored electronically (in a tamper proof form). WCC's online service can be found in the further information section.

Appropriate systems must be in place to ensure that all defects are rectified. Any defects noted during the thorough examination or inspection which could become a danger to persons must be notified to the user, by the competent person verbally, which must then be followed by the written report, and the equipment must not be used until the defect has been rectified.

In the event of a defect being identified during a thorough examination involving an existing or imminent risk of serious injury, a copy of the report must be sent by the manager as soon as possible to the Workforce Health and Safety Team as they will contact the HSE where necessary to ensure compliance with LOLER.

The Medicines and Healthcare Products Regulatory Agency (MHRA) regulate an Adverse Incident Reporting Scheme in relation to design faults, poor instructions, maintenance, and incorrect use of equipment e.g. hoists. The Workforce Health and Safety Team will inform managers of any defect notifications received and informed the MHRA of any defects identified following an accident.

Lifting equipment must be accompanied by the last examination record, should it move to another location, this can be in any format so long as it is accessible at the new location.

## Marking of lifting equipment

All lifting equipment must be identified individually to ensure that the inspection records are clear and unambiguous. These inspection reports must be stored for a minimum of 2 years or until you cease to use the equipment, if the equipment had not been used before.

The equipment lists and identification numbers etc. will be the responsibility of the department to whom the equipment belongs. It shall be the duty of the service or team manager, and school Headteacher to ensure that all lifting equipment is registered with our insurers, to receive a thorough inspection.

Information on the safe working load (SWL) of any machine or equipment used for lifting must be available to the operator and clearly marked on the equipment or accessory. If the lifting equipment can lift persons/passengers, it needs to be marked to indicate the number of people that can be lifted as well as the SWL of the equipment.

Mobile elevated platforms and other passenger-riding equipment must display the SWL and the number of people they can carry.



Where the safe working load depends on the equipment's configuration, the operator will need clearly visible information to ensure that equipment and load remain within the safe working limits of any configuration.

All equipment used for lifting must have an individual marking for ease of inspection and must be clearly marked with the information needed for their safe use.

## Risk assessments

Any risk assessment undertaken must include the control measures taken to eliminate or reduce any identified risks of lifting. This is covered under The Management of Health and Safety Regulations. Under LOLER, the following factors must also be considered and hence need to feature in any associated risk assessment along with the usual considerations:

- The type of load to be lifted.
- The frequency of use
- The risk of the load falling or striking anyone or anything and the consequences.
- The risk of the lifting equipment failing or falling over whilst in use and the consequences.
- The location and ergonomic risks – e.g. ensure equipment can be operated without overstretching; that there is plenty of space and the operator is not confined; that the controls are laid out logically and in a manner that does not require prolonged or repetitive actions which could lead to musculoskeletal disorders.
- Any limitations specified by the manufacturer or supplier.
- The effects of high wind
- The means of access and egress from any part of the lifting equipment

## Purchasing/Choosing Lifting Equipment

When choosing lifting equipment, consideration of the ergonomic risks must be made. This must ensure that the design is compatible with human dimensions. Selection of suitable lifting equipment for each task must eliminate or reduce many of the health and safety risks. Lifting equipment must only be selected if it is made of materials suitable for the purpose.

The lifting equipment must be assessed to ensure it is of adequate strength and stability, and it must not be unduly susceptible to foreseeable failure modes, such as fatigue, wear, or fracture. The equipment must have an appropriate safety factor and, where appropriate, suitable steps must be taken to provide sufficient resistance to overturning. If the safe use of the lifting equipment depends on stability arrangements, the equipment must not be used unless the arrangements are in place and working correctly.

Thought must also go into ensuring that lifting equipment is installed and positioned in such a way as to reduce the risk of the equipment or the load striking a person, or the load drifting, free falling or being unintentionally released.

## General Lifting

Lifting operations must be planned by a competent person, appropriately supervised, and undertaken in a safe manner. Lifting accessories for securing loads must be compatible with the load, and during lifting steps must be taken to prevent the load or part of the load becoming unstable. Lifting operations must only go ahead if authorised by the person attaching or detaching the load. The weight of the lifting accessory must also be considered as part of the SWL calculations.



Unless a competent person requires it for testing, loads above the safe working load (SWL) must not be lifted. All employees deployed to lifting activities must be appropriately trained, given instruction and the appropriate supervision be provided. Lifting accessories and equipment must be suitably stored to prevent damage and deterioration.

## Lifting Persons

Lifting equipment for lifting persons shall be specifically designed for that purpose. Lifting equipment that is designed for lifting persons shall be clearly marked to this effect. The carrier shall clearly display the maximum number of persons to be carried. Lifting equipment that is not suitable for lifting persons but may be used inadvertently shall be clearly marked as not suitable for lifting persons e.g. goods hoist etc.

If the equipment will be lifting people additional requirements are needed to prevent injury by the carrier, such as more frequent thorough inspections, the equipment must be inspected 6 monthly rather than annually, more information can be found in the further information section external links.



## Check – monitor how effective arrangements & measures are/any incidents/issue.

## Roles & Responsibilities

The following specific roles and responsibilities apply to this Standard and are in addition to the general roles and responsibilities placed on all managers and employees within Warwickshire County Council's Health and Safety Policy.

**Managers and Head Teachers** must ensure that adequate arrangements exist and are implemented for the.

- pre-planning and risk assessment of all lifting equipment (including attachments/ lifting accessories) and lifting operations to ensure its suitability for a particular task.
- statutory examination and inspection of all lifting equipment by a competent person (refer to the do section)
- recording and progressing of examination reports and the actions contained therein.
- identifying and marking of all lifting equipment as identified in this standard.
- the assessment of the lifting equipment's strength and stability to cope with the proposed lifting operations e.g. safe working load.
- ensure, in conjunction with the Health and Safety Team, that adequate arrangements exist for the communication of defective device alerts that affect lifting equipment.
- removal or repair of defective lifting equipment and.
- notification of lifting equipment to our insurers
- isolation of any LOLER equipment where the statutory inspection has expired. This cannot be used until reinspected and is a mandatory legal requirement.



**Line Managers and Supervisors** must ensure that;

- All lifting equipment and lifting operations are pre-planned and risk assessed in accordance with WCC Health and Safety Risk Assessment Standard, to ensure the activity is conducted in a safe manner by competent people.
- Lifting equipment is positioned or installed to prevent the risk of injury.
- All lifting equipment (including attachments/accessories) is 'fit for purpose' and is strong enough and suitable for its proposed use.
- All lifting equipment is thoroughly examined and inspected prior to use by a
- competent person (refer to section 5)
- All lifting equipment is maintained to ensure it is safe to use.
- Examination and inspection reports are recorded and receive appropriate action.
- All lifting equipment is identified and appropriately marked (for example, safe working loads; for accessories, it must be similarly marked).
- There is written emergency procedure for evacuating people who become stuck in a passenger lift including people with disabilities based on a risk assessment.
- Ensure that their employees have appropriate training and instructions so that they can ensure that the lifting equipment is safe to use; and
- Defective equipment is not used.

**Site Responsible Person** must ensure that;

***Any machinery that requires a LOLER inspection is isolated and not used until the statutory inspection has been undertaken, this is a mandatory legal requirement. Equipment cannot be used while an inspection is expired.***

- All LOLER equipment fitted to their building and site is registered on the British Engineering Services (BES) system.
- All equipment receives either their 12 month or 6 monthly mandatory safety inspection.
- Any actions or findings from the BES report are actioned and monitored until completion.
- Actions are updated and recorded on the BES system.
- **Employees (operators)** must; Conduct a thorough pre use check every time the equipment is used for the first time that day.
- Ensure a thorough examination has been completed and recorded.
- Operate lifting equipment and undertake lifting operations in a safe manner.
- Attend relevant training.
- Adhere to the control measures identified in the risk assessment and any supporting procedures/ safe systems of work (including pre-use inspections)
- Report any defective equipment to their line manager/supervisor or nominated person and.
- Not use any equipment that they knowingly understand to be defective or a danger to them or any other person.

## **Thorough examinations Reports**

Managers/Headteachers must ensure and check that records of reports are kept for all lifting equipment they are responsible for especially for the following:



- In the case of a thorough examination for equipment first put into use by the user – until the lifting equipment is no longer used.
- In the case of thorough examination for lifting accessories first put into use by the user – for two years after the report is made.
- In the case of all other thorough examination for equipment dependent upon the installation conditions – until the user no longer uses the lifting equipment at that place.
- Copies of EC declarations of conformity for any lifting equipment must be kept for as long as the equipment remains in use. Information appertaining to any thorough examination or inspection must be kept available for inspection.

LOLER requires lifting equipment to be thoroughly examined when it is installed in a new location.

**Note:** see how to guide and thorough examination flow chart.

## Training Requirements

People Lifting Training Requirements	Expected Training Requirements	Material Lifting Training Requirements	Expected Training Requirements
High Risk - County Fleet Maintenance (CFM), Forestry, Waste, Social Care, People Lifting Activities	Training on high-risk equipment such as familiarisation training (FAM) on plant, pre use inspection training must be included. Inspections on slings for lifting people to be recorded. Site responsible person requires British Engineering Services (BES) training on how to use and manage the system.	High Risk - CFM, Forestry, Waste, Social Care,	Training on high-risk equipment such as individual people lifts (FAM), pre use in section on equipment and attachments such as slings. Site responsible person requires BES training on how to use and manage the system.
Medium Risk		Medium Risk – Trading Standards, Facilities Management (FM), Country Parks	All equipment users to receive FAM training on any lifting equipment. Site responsible person requires BES training on how to use and manage the system.
Low Risk - Office staff,	N/A		N/A

Direct line managers are responsible for booking and arranging suitable industry training that meets the standards set by this and external documentation.



# Act

— take action/have a plan of action for any gaps /revisit arrangements/measures/ documentation

## Monitoring & Review

To ensure the effective application of this Standard directorates and schools are required to have in place arrangements for monitoring and reviewing its implementation at regular intervals. The Standard review needs to promote a cycle of continuous improvement; therefore, any actions identified to ensure this, must be considered, and implemented where reasonably practicable.

Successful monitoring and review rely on commitment from managers at all levels and must therefore be included as an integral part of their business planning process.

Directorate Health and Safety Staff will also conduct periodic inspections and audits to monitor adherence of this Standard.

## Corporate Review

The content of this Standard and its effectiveness will be the subject of a regular review in conformity with the County Council’s Health & Safety Policy. In addition, this Standard will be the subject of review and amendment within this period should significant changes occur. This Standard is subjected to quality control procedures and hence previous issues of the document will be archived.

## Further information

### Internal

- [Health and Safety Documents for Schools](#)
- [Risk Assessment Standard and How to Guide](#)
- [Manual Handling Standard](#)
- [LOLER How to Guide](#)

### External

- HSE Web Page - <http://www.hse.gov.uk/>
- [Simple Guide to the Lifting Operations & Lifting Equipment Regulations](http://www.hse.gov.uk/pubns/indg290.pdf) - <http://www.hse.gov.uk/pubns/indg290.pdf>
- [Thorough Examination of Lifting Equipment – A simple guide for employers - HSE \(indg422\)](#)
- [Safe use of lifting equipment - Lifting Operations and Lifting Equipment Regulations 1998.](#)

Version	v.01
Date Issued:	Oct 2025
Review Date:	Oct 2028
Reference No	HS-MSG-07
Document Owner	Workforce and Local Services
Protective Marking	Official



PLAN • DO • CHECK • ACT