Science and Technology Facilities Council

Safe Use of Lifting Equipment and Lifting Accessories

STFC Safety Code No 26

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Version History

1	Initial launch	March 2010
1.1	Update training frequency to 3 years	October 2011
1.1.1	Minor change to para 4.4.1	November 2011
1.2	Minor change to section 4.6	January 2012
1.3	Amendments to audit checklist and definitions	May 2013
1.4	Slight change to definitions 3.7,8 & 9	June 2013
1.5	Document Retention Policy Added	August 2014
1.6	Update due to new HSE ACoP being issued and include climbing harnesses.	September 2015
1.7	Added table of acronyms Changes to 3.13; 4.2.1; and 4.3.2	January 2016
1.8	Change to para 4.3.4 and added PTW Appendix	October 2016
1.9	Minor update to reflect the launch of SHE Assure	October 2018
1.10	Minor update to 4.4.2	May 2022
1.11	Addition to 4.3.11 to cross-reference SC24	December 2022
1.12	Minor change to paras 4.5.4 and 4.6.7	June 2023

Contents

Safe Use of Lifting Equipment and Lifting Accessories

1. Purpose

The failure and/or misuse of lifting equipment has the potential to 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). The STFC has over 5000 registered items of lifting equipment.

The failure and/or misuse of lifting equipment is to a large extent preventable, and STFC aims to proactively manage the risks associated with the purchase, storage and use of lifting equipment and lifting accessories.

With regard to lifting equipment and lifting accessories, the Lifting Operations and Lifting Equipment Regulations (1998) (LOLER) require the STFC to:

- Ensure that lifting operations are planned, supervised and carried out in a safe manner by people who are competent;
- Provide lifting equipment and accessories that are suitable, stable and have sufficient strength;
- Mark Safe Working Loads [SWL] on lifting equipment and accessories; and
- Thoroughly examine and inspect lifting equipment and accessories and keep reports of these examinations and any defects that are found.

These principal legal duties regarding lifting equipment and lifting accessories are contained in LOLER 1998, but duties are also imposed by the Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; Workplace (Health, Safety & Welfare) Regulations 1992; and Provision and use of Work Equipment Regulations 1998. BS 7121-1:2006 Code of Practice for Safe Use of Cranes has been used in the preparation of this code.

This code seeks to establish consistent standards across all STFC sites and provides guidelines on the responsibilities of relevant STFC personnel involved. A LOLER Decision Tree has been issued by HSE and is presented in Appendix 1. Summary process flowcharts are presented in Appendix 2.

2. Scope

This code applies to all staff, contractors, visitors, users and tenants using lifting equipment and accessories on STFC sites.

This code applies to the design, purchase, registration, user inspection, thorough examination, use and maintenance of all lifting equipment and accessories at STFC sites, including in-house designed and constructed lifting equipment and accessories.

Lifting equipment and lifting accessories introduced by visitors, facility users, tenants and contractors to STFC sites are also within the scope of this code.

This code also addresses the registration, inspection and testing of Mobile Elevating Work Platforms (MEWPs), lifts and Fork Lift Trucks, however their safe use is addressed by other specific codes.

For the purposes of this SHE Code fall arrest, fall restraint and climbing harnesses should be considered lifting equipment and subject to the statutory inspection programme established for Lifting Equipment and Lifting Accessories.

3. Definitions

3.1 Acronyms used in this document:

LELA	Lifting equipment and lifting accessories
LE	Lifting equipment
LA	Lifting accessories
HSE	Health and Safety Executive
ACoP	Approved Code of Practice
LOLER	Lifting operations and lifting equipment Regulations
RIDDOR	Reporting of injuries, diseases and dangerous occurrences Regulations
PUWER	Provision and use of work equipment Regulations
SWL	Safe working load
WLL	Working load limit
MEWP	Mobile elevating working platform
FLT	Fork lift truck
CoC	Certificate of conformity
LLO	Lifting liaison officer

For the purposes of this code the following definitions apply:

3.2 Lifting Equipment and Lifting Accessories

"Lifting Equipment", or Lifting Appliances, is work equipment for lifting or lowering loads, including people, and attachments used for anchoring, fixing or supporting it. This includes lifting machines, fork lift trucks, passenger / goods lifts, mobile elevating work platforms (MEWP's), mobile cranes, overhead cranes, blocks and pulleys, pallet trucks etc. and handling and turnover rigs

"Lifting Accessories" are work equipment for attaching loads to machinery for lifting and include chain slings, eyebolts, fibre/nylon slings, wire rope slings, lifting/runway beams, lifting frames etc. This list is not exhaustive.

Excluded from these definitions are lifting points or brackets which are permanently fixed to equipment, which support rather than lift. They must be designed to have adequate strength for the purpose intended but will not be registered or in anyway be treated as Lifting Equipment.

3.3 Mobile Crane

Any crane which, by means of road wheels or crawler tracks, can be moved from one location to another. This may include a suspended load.

3.4 Crane

Any crane which is not mobile, including pillar, jib and overhead travelling cranes.

3.5 Load

Includes any material, people or animals that are lifted or lowered by lifting equipment.

3.6 Examination Scheme

A suitable scheme drawn up by a competent person for the thorough examination of lifting equipment at appropriate intervals for the purposes of regulation 9 (3) of LOLER.

3.7 Thorough Examination

Under regulation 9 of LOLER, “thorough examination” means examination by a competent person independent of the equipment and its use.

3.8 Basic lift

A lifting operation where the weight of the load(s) can be simply established, using fixed lifting points or lifting frames and where there are no hazards or obstructions within the area of the operation.

3.9 Standard lift

A lifting operation where there are hazards, either within the working area of the crane or on the access route to the working area, but no multiple crane lifting is required, and the load has fixed lifting points or is easy to sling.

3.10 Complex lift

A lifting operation which requires more complicated slinging, or more than one crane to lift the load, or cranes using load enhancement equipment, lifting of persons or when the lifting operation is at a location with exceptional hazards.

3.11 Safe Working Load

The Safe Working Load denotes the maximum weight which a piece of LELA is certified, by a Competent Person, to raise, lower or suspend. This may be less than the design load (Working Load Limit).

3.12 Crane Supervisor

A person who controls the lifting operation, and ensures it is carried out in accordance with the appointed person’s lifting plan.

3.13 LOLER Manager

Departments may appoint one or more LOLER managers (also referred to as Nominated Lifting Engineers) to undertake the responsibilities set out in this code following suitable training. Where appropriate, this appointment may be made at a site level by the relevant Director responsible for SHE in consultation with other Directors. The LOLER Manager is considered to be the Appointed Person for the use of mobile cranes as detailed in BS7121.

3.14 Lifting Liaison Officer

An experienced LELA user with at least the ‘standard’ level of training detailed in Appendix 2.

3.15 LELA User

Competent individual trained and experienced to use LELA and undertake lifts as detailed in Appendix 3.

4. Responsibilities

4.1 Directors shall:

If appropriate, the appointment of a LOLER Manager may be made at a site level by the Director responsible for SHE in consultation with other Directors.

4.1.1 Appoint LOLER Manager(s) in writing, defining the scope of their responsibilities and ensure that they receive suitable training and instruction, see Appendix 3.

4.1.2 Inform SHE group of LOLER Manager appointments and their areas of responsibility. The appointments should be recorded in SHE Directory where the geographic/equipment scope of the appointments should be defined.

4.1.3 Appoint Lifting Liaison Officers and ensure that they receive suitable training and instruction, see Appendix 3.

4.1.4 Inform the SHE group of LLO appointments and their areas of responsibility and update as necessary. The appointments should be recorded in SHE Directory where the geographic/equipment scope of the appointments should be defined.

4.2 LOLER Managers shall:

4.2.1 Assume a general responsibility for the provision of advice on the organisation, control and safety of lifting operations within their area of responsibility, undertaking the role of Appointed Person or Nominated Lifting Engineer.

4.2.2 Investigate incidents which involve LELA within their area of responsibility.

4.2.3 Approve Lifting Plans for *complex* lifts.

4.3 Managers shall:

Design, Purchase and Storage of LELA

4.3.1 Purchase only “off the shelf” LELA that complies with relevant BS EN or ISO standards with an appropriate Safe Working Loa following consultation with the local LOLER Manager and/or LLO. Certificates of Conformity and, where available Proof Load Test Certificates, must be provided with all LELA and sent to the SHE Group as part of their registration process. In the case of composite LELA, each detachable item must be certificated and registered including attachment bolts. LELA cannot be registered for use unless such certification is available to the LLO and the SHE Group.

4.3.2 Where LELA design and/or manufacture is in house, consultation is required with a competent person. The SHE Group will advise on a competent person able to approve LELA designs prior to manufacture, ensuring conformity with relevant BS, EN or ISO standards, and as appropriate issue CoC for equipment. Where design and manufacture is contracted it is expected that the manufacturer will issue or obtain CoC for equipment supplied. The same consideration should be given, where equipment to be lifted is designed in house, to ensure that their fixing holes, for eye bolts and other lifting accessories, conform to relevant BS, EN or ISO standards, and as appropriate issue CoC for the equipment to be lifted.

4.3.3 Ensure all LELA to be fixed to an existing or proposed building structure or fabric is referred to Estates Management for approval in respect of the loading of building structures and floor loading, see SHE Code 19, Maintenance of buildings, premises, services and infrastructure.

4.3.4 Where access to or egress from any part of the lifting equipment is required, a safe means of doing so should be provided. Where practicable a suitable and permanent means of access should be provided rather than relying upon temporary means for inspection, maintenance and servicing of LOLER equipment, e.g. Overhead Travelling Cranes, MEWPS. Where work on or in the vicinity of overhead cranes is planned a Permit to Work (PTW) should be established to ensure the crane is isolated and secured, see Appendix 8 for an example pro forma PTW for work on or in the vicinity of overhead cranes.

4.3.5 Provide suitable and secure storage for all their LELA used to prevent its inappropriate use, damage or deterioration.

4.3.6 Ensure that when not in use all LELA is stored securely.

4.3.7 Ensure that any hazards arising from the use and storage of LELA have been identified and assessed.

4.3.8 Ensure that LELA that is no longer required or no longer in use is disposed of or withdrawn from service and placed in a separate secure location. Its re-introduction as LELA should follow the same process described for new LELA, see 4.3.1. Upon the withdrawal and/or re-introduction of LELA SHE Group and the LLO should be informed.

4.3.9 Ensure where contractors, visitors, facility users, or tenants bring LELA onto STFC sites they are familiar with this code and that their equipment has been registered and inspected by a competent person/body. Where such LELA will remain on STFC sites long term, greater than 6 months, responsibility for its on-going inspection and testing shall be established, for example through inclusion in the site inventory.

Use of LELA

4.3.10 Assess any complex lifting operation and produce a suitable safe system of work and lifting plan (Appendix 5) to ensure that the task is undertaken safely and brief those supervising the lift on the contents of the lifting plan.

4.3.11 Ensure all users of LELA within their area of responsibility have received appropriate training in the use of such equipment, see Appendix 3, and have been issued with documented authorisation to use lifting equipment.

Staff operating overhead cranes which will travel 5 metres or more vertically/horizontally should be medically screened for fitness before commencing this role. See SHE Code 24: Health Surveillance and Health Screening Medicals.

4.3.12 Ensure that effective risk control measures are in place, in particular that generic lifting plans (all or part of Appendix 5 may be used to generate a generic lifting plan) are in place for routine lifting operations, see SHE Code 6 Risk Management, and that pre-use check are carried out by LELA users.

4.4 LELA users shall:

4.4.1 Only undertake or supervise lifts for which they are suitably trained (See Appendix 3) and for which a lifting plan is available, paying due care and attention to the movement of the crane/load, surrounding activities and people at all times.

4.4.2 Before undertaking or supervising a lift ensure that:

- suitably qualified persons are available to supervise and or carry out the lift;
- a lifting plan is in place for the lift (see Appendix 5) with a named supervisor and separate named operator if required, and note that:
  - a basic or standard lift using a crane may be undertaken by a single LELA user. In this case the local crane supervisor should regularly monitor compliance with the relevant generic lifting plan;
  - for a complex lift using a static crane, the lift supervisor or LOLER Manager must oversee the lift, to ensure compliance with the lifting plan;

  (see table at end of this section)
- all LELA is suitable for the lift to be undertaken and a pre-use check for wear or damage/corrosion has been completed;
- the LELA is registered;
- the SWL is not exceeded;
- if a complex or unusual lift is planned, then a documented risk assessment and safe system of work is required, see SHE Code 6, Risk Management in addition to the lifting plan.
- Check that there is no work being carried out or any scaffold has been erected in close proximity to the lift.

4.4.3 Summary of Documentation and Supervision Requirements

	Lifting Plan	**Crane Supervisor**	**Comments**
Basic Lift	Generic lifting plan should be available (all or part of Appendix 4 can be used).	Not Required.	The generic lifting plan should address issues specific to the working area not covered by training received. Area in which lifting is taking place should be under the supervision of a crane supervisor.
Standard Lift (static crane)	Required	Not Required for every lift	Lifting plan (possibly generic) should include an assessment of hazards and suitable control measures.
Complex Lift (static crane)	Required	Required	Specific lifting plan, including an assessment of hazards and suitable control measures.

4.4.4 Report any unregistered LELA (see Appendix 3 for LELA registration prefixes) or LELA defects to the LLO. LELA not identified with a unique registered number or SWL should be returned to the LLO and withdrawn from use immediately.

4.4.5 Report all incidents relating to the use or failure of LELA to local LOLER Manager and/or LLO and ensure incident is reported in Evotix Assure following SHE Code 5, Incident Reporting and Investigation.

4.5 Lifting Liaison Officers shall:

4.5.1 Provide advice on the purchase of “off the shelf” LELA.

4.5.2 Ensure that all LELA used within their areas of responsibility is indelibly marked with its unique STFC registration number and SWL (see Appendix 4).

4.5.3 Assist SHE Group in managing the periodic inspections and thorough examinations of all lifting equipment and accessories. Also ensure that LELA listed in site inventories is available for inspection. Where remedial action is identified through periodic inspection the LLO shall ensure remediation is completed and the SHE Group notified when appropriate.

4.5.4 Ensure that where LELA cannot be located for inspection purposes the SHE Group is informed. If subsequently found, a thorough examination must take place prior to being returned to use. Items not located after 3 consecutive inspections will be considered missing and will be removed from the central register.

4.5.5 Render unusable and dispose of defective LELA or LELA no longer required, informing the SHE Group as appropriate.

4.6 SHE Group shall:

At some STFC sites these responsibilities may be undertaken by other groups.

4.6.1 Ensure a central register of all site LELA is maintained locally, retaining original CoC for all LELA before issuing registered numbers for any item. Appendix 4 lists commonly used LELA type codes.

4.6.2 Based upon the central register, manage and implement a periodic inspection and thorough examination of all registered LELA, including: travelling/overhead cranes; mobile cranes; fork lift trucks; and goods and passenger lifts, employing competent inspectors at 6 monthly intervals for LA and between 6 to 12 month intervals for LE in conjunction with relevant LLOs.

4.6.3 Ensure that where LELA inspection identifies defects which are, or are likely to become, a safety hazard the competent inspector shall identify a timescale over which the STFC should take action or as appropriate condemn an item of LELA. Update register accordingly.

4.6.4 Where in the opinion of the competent inspector, a defect is an immediate or imminent risk of serious personal injury, they are obliged to submit a report to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations, 1995 (RIDDOR), see SHE Code 5, Incident Reporting and Investigation.

4.6.5 Monitor completion of any remedial actions identified by an inspection through the appropriate LLO. Should the defect affect the SWL, the LLO will be notified immediately.

4.6.6 Ensure that where LELA is declared redundant, the equipment is removed from the central register.

4.6.7 Ensure that where LELA cannot be located for inspection purposes, this is recorded in the central register. Items that are not located after 3 consecutive inspections are to be removed from the central register.

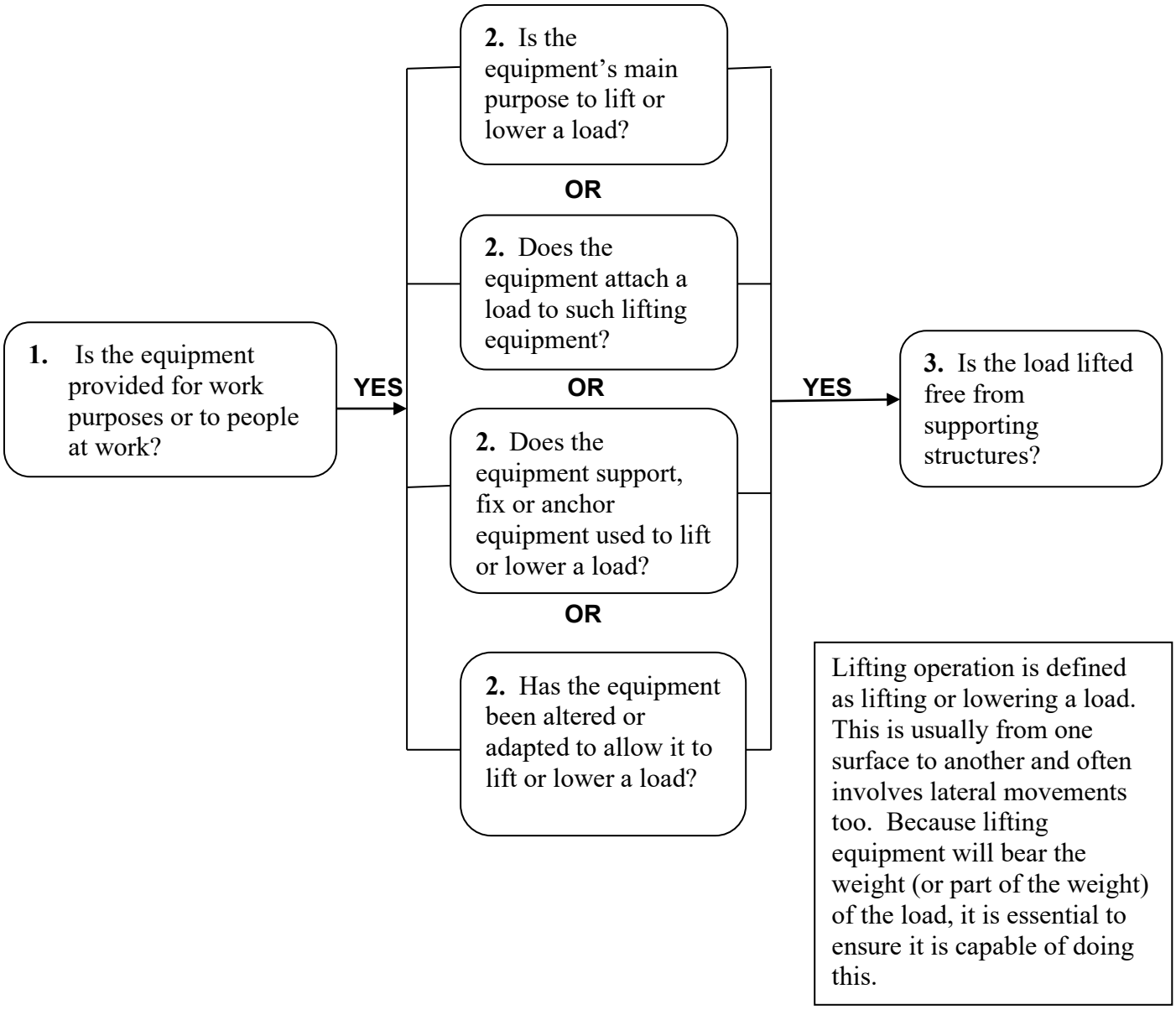
4.6.8 Maintain and make available to staff a listing of STFC LLOs (see SHE Directory).

4.6.9 Maintain a list of suitably qualified Competent Persons/Organisations able to advise on LELA designed in-house and provide CoCs.

5. References

BS	7121	Code of practice for safe use of cranes
HSE	INDG290	Simple guide to the Lifting Operations and Lifting Equipment Regulations 1998
HSE	L113	ACoP Safe Use of Lifting Equipment

Appendix 1. Decision Tree - Is my equipment subject to LOLER?

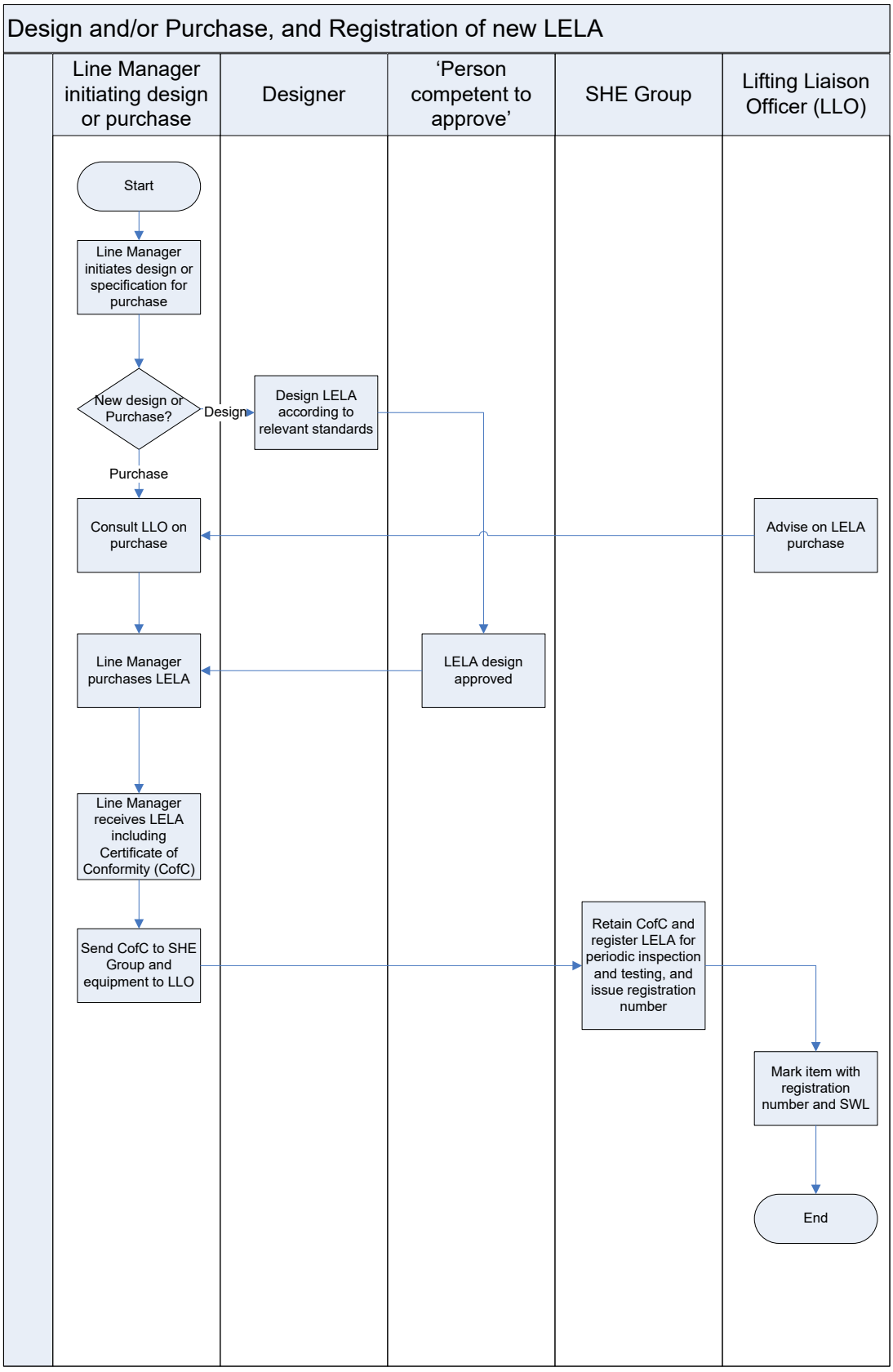


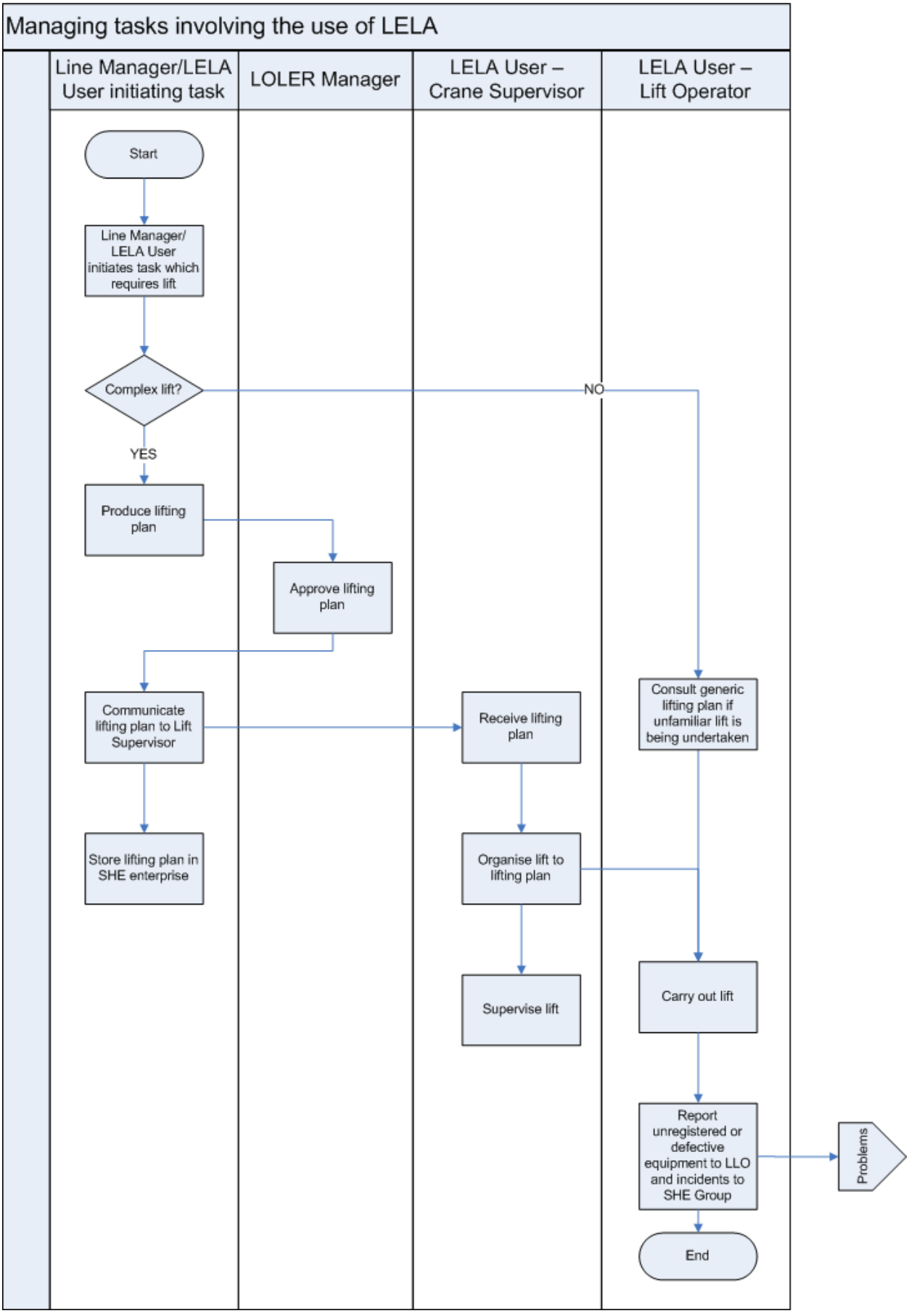
If you answer yes to question 1 **and** any of the options in column 2 **and** question 3, the equipment is likely to be subject to LOLER.

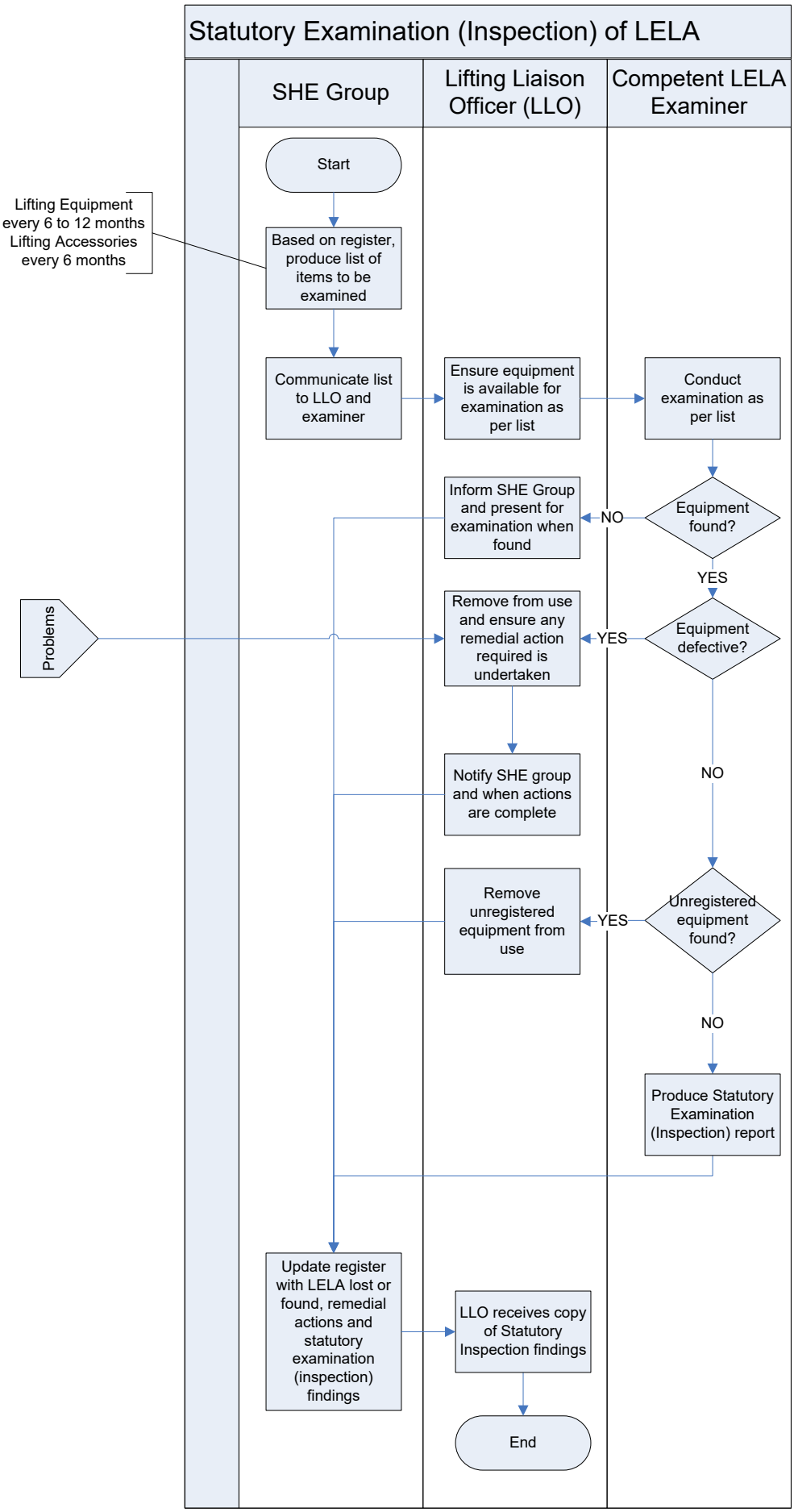
If you have answered no to question 1 you may still have duties under Section 3 or 4 of the Health & Safety at Work Act to ensure the safety of others.

If you have answered no to all the options in column 2 **and/or** question 3, your equipment may still be subject to the need for inspection and maintenance under the provisions of PUWER

Appendix 2. Process Flow Charts for Design, Use and Inspection.




Managing tasks involving the use of LELA
Line Manager/LELA User initiating task
LOLER Manager
LELA User – Crane Supervisor
LELA User – Lift Operator
Start
Line Manager/ LELA User initiates task which requires lift
Complex lift?
NO
YES
Produce lifting plan
Approve lifting plan
Communicate lifting plan to Lift Supervisor
Receive lifting plan
Consult generic lifting plan if unfamiliar lift is being undertaken
Store lifting plan in SHE enterprise
Organise lift to lifting plan
Supervise lift
Carry out lift
Report unregistered or defective equipment to LLO and incidents to SHE Group
Problems
End


Statutory Examination (Inspection) of LELA
SHE Group
Lifting Liaison Officer (LLO)
Competent LELA Examiner
Start
Lifting Equipment every 6 to 12 months Lifting Accessories every 6 months
Based on register, produce list of items to be examined
Communicate list to LLO and examiner
Ensure equipment is available for examination as per list
Conduct examination as per list
Equipment found?
NO
Inform SHE Group and present for examination when found
YES
Problems
Equipment defective?
YES
Remove from use and ensure any remedial action required is undertaken
NO
Notify SHE group and when actions are complete
Unregistered equipment found?
YES
Remove unregistered equipment from use
NO
Produce Statutory Examination (Inspection) report
Update register with LELA lost or found, remedial actions and statutory examination (inspection) findings
LLO receives copy of Statutory Inspection findings
End

Appendix 3. Training

	Undertake a Basic Lift	Undertake or Supervise a Standard Lift	Undertake or Supervise a Complex lift
Interpretation	Single item of lifting equipment only; Known weight; Integral lifting points; Uniform load; No hazards in working area.	**As Basic plus:** Single item of lifting equipment only; unknown weight; Hazards present in working area.	**As Standard plus:** Multiple items of lifting equipment; No weight limit; Non uniform load.
LELA Equipment	Static cranes Shackles Slings used with integral lifting points only Eyebolts Purpose built lifting frames/beams Plate clamps	**As Basic plus:** Electrical operated overhead crane (Pendant or radio controlled operated) Slings in general Lifting lugs or brackets	**As Standard plus:** Electrical operated overhead crane (Pendant, cab or radio controlled operated) Lifting spreader beams
Direction of lift	Up and down Two directions of travel push/powered	**As Basic**	**As Basic**
Training required	Safe use of runway beams (can include swing jib cranes) Safe use of floor cranes Safe use of lifting equipment Safe use of overhead cranes	**As Basic plus:** Lifting or crane supervisor Requires Fork lift truck operators licence for *mobile cranes (see 3.2)*	**As Standard plus:** Crane supervisor (Appointed person to carry out lifting plan) Requires Fork lift truck operators licence (> 5 tonne) for *mobile cranes (see 3.2)*

Role		Initial Training	Refresher	Frequency	Comments
Lifting Equipment Users	Undertake a Basic lift or Undertake or Supervise a Standard lift	2 Day	1 Day	3 Years	Initial training may be reduced to 1 day if tailored to specific STFC requirements.
	Undertake or Supervise a Complex lift	3 Day	1 Day	3 Years	
Training Providers		Lifting Gear Hire; Ainscough; Quigley; KO Training; Warwick Training			
Lifting Liaison Officers					LLOs would normally be Lifting Equipment Users with at least the 'standard' level of training
Training Providers		Lifting Gear Hire; Ainscough; Quigley; KO Training;			
Appointed Person/LOLER Manager		5 Day	1 Day	5 Years	
Training Providers		Lifting Gear Hire; Ainscough; Quigley; KO Training;			

Appendix 4. Central register prefixes for lifting equipment and accessories

Central Register Prefixes for LELA types at RAL

RLC	Chain Sling	RLO	Overhead Traveling Crane
RLE	Eyebolt	RLP	Chain or Pulley Blocks
RLF	Fibre or Nylon Sling	RLR	Overhead Runways
RLJ	Overhead Lifting Machine	RLS	Shackles
RLK	Fork Lift Trucks / Pallets	RLT	Trolley or Trolley Blocks
RLL	Passenger / Goods Lifts	RLW	Steel Wire Rope Slings
RLM	Mobile Cranes & Plant	RLX	Miscellaneous Rigs, Frames

Central Register Prefixes for LELA types at DL

GL	Passenger / Goods Lift	LP	Lifting Plant and Pin
LB	Lifting Beam	LR	Fibre or Nylon Sling
LBH	Winches / Baskets / Cage	LS	Lifting Shackle
LBR	Chain or Pulley Block	LT or E	Eyebolt and Small Tackle (All metric eyebolts are marked blue)
LC	Chain Sling	LTF	Fork Lift Truck and Power Workers
LG	Lifting Gantry	LTT	Runway Trolley
LJ	Lifting Jack	LW	Wire Sling
LMC	Pallet, Platform and Stair Truck	LOC	Lifting Jibs and Crane

Appendix 5. Lifting Plans for Complex Lifts and Mobile Cranes

A complex lift or a lift involving a mobile crane must be carried out following completion of a full lifting plan and method statement. In the case of a contract lift, the plan may be produced externally but **must** be approved by the appointed person.

The following plan can be used in these cases:

Lifting Plan, Risk Assessment and Method statement

Project		**Date**			
Site/location		**Client**			
Document Ref.	/ /	**Rev**	**0**	**Issued by**	

Appointed Person carrying out the Assessment:				**Date of Assessment:**	
Contact:		**Phone:**		**Fax:**	
Site contact:		**Phone:**		**Fax:**	
Description of lift:					

NB 50% reduction in load capability if man basket is used.

Details of Loads	**Load Position 1**	**Load Position 2**	**Load Position 3**
Weight:			
Dimensions:			
Position of C of G:			
Height of lift (worst case only):			
Max. radius (worst case only):			
Date of lift:			
Time of lift:			
Monetary value of load:			

Details of Cranes	**1st**	**2nd**	**3rd**
Make & model:			
Capacity:			
Jib length:			
Outrigger spread:			
Outrigger load:			
Max. ground bearing capacity:			
Counterweight:			
Weight of crane:			

Alternative Crane Details

Make & model:			
Capacity:			
Jib length:			
Outrigger spread:			
Outrigger load:			
Max. ground bearing capacity:			
Counterweight:			
Weight of crane:			

Ground Conditions (Visual assessment)

Access/Egress for crane & transport:			
Lifting position:			

Lifting Accessories

Slings (wire rope):	Slings (webbing):
Slings (chains):	Shackles:
Other Accessories:	

Identification of Hazards

Proximity Hazard	Present?
Overhead power lines	
Other overhead obstacles	
Underground services	
Excavations	
Unstable/ Soft ground	
Hazardous chemicals/materials	
Confined working area	
Restricted access - width	
Restricted access - height	
Other vehicles	

Proximity Hazard (cont.)	Present?
Other hazards identified	
Load Hazard	**Present?**
Slinging difficulties	
Top heavy	
Sharp edges	
Other hazards identified	

Assessment of Risk

Hazard Present	Risk	Action to Avoid or Reduce Risk
Operational Requirements:		
Site Provisions:		

Notes

Method Statement

Responsibilities

<Company Name> will undertake the responsibilities for the management of this lifting operation as defined in the British Standard 7121 for the lifting and movement of goods involving crane operation.

Personnel

<Company Name> will provide the following personnel complete with relevant personal protective equipment. The duties of these people will be as defined in British Standard 7121:-

Title	Name	Title	Name
Appointed Person		Slinger(s)	
Crane Supervisor		Signaller(s)	
Crane Driver(s)		Crane Erectors	

Note: *The appointed person may decide that one person can carry out more than one duty. This does* ***not*** *however, include the crane driver who must concentrate on operating the crane.*

Lifting Accessories

The lifting accessories, as detailed previously, will be provided by <Company Name>, complete with all statutory documentation.

Weather Conditions

The Appointed Person or, in his absence, the Crane Supervisor, will ensure that the lifting operation only takes place if the weather conditions are within the limits recommended by the crane manufacturer. 3 day weather forecast.

Ground Conditions

Have assurances been obtained that the ground can withstand the load? Yes/No

Drawings/Plan

Sequence of Operations

1	
2	
3	
4	
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Appointed Person's Acceptance of Responsibilities		
I confirm that the lifts have been planned and will be carried out in accordance with current legislation and British Standard 7121 and that I accept responsibility for the preparation of this Risk Assessment and Method Statement.	**Signed:**	**Date:**

Crane Supervisor's Acceptance of Duties		
I confirm that I have been fully briefed on the contents of this Risk Assessment and Method Statement and that I accept the duty of ensuring that the lift(s) will be carried out in accordance with the method and procedures set out in this document.	**Signed:**	**Date:**

Appendix 6. Audit Checklist

Ref	Item	Rating	Comments
1 (Section 4.1.1) (Appendix 2)	Have LOLER Managers been appointed by relevant Directors and have they been trained?		
2 (Section 4.1.3) (Appendix 2)	Have Lifting Liaison Officers (LLOs) been appointed by relevant Directors and have they been trained?		
3 (Section 4.6.1)	Is there a properly maintained and up to date central register of all LELA in use?		
4 (Section 4.3.1) (Section 4.3.2)	Do test certificates exist for all LELA in use? Including in-house designed equipment?		
5 (Section 4.3.5)	Is all LELA stored appropriately when not in use?		
6 (Section 4.3.9) (Section 4.3.11) (Appendix 4)	Are all lifting operations subject to a suitable lifting plan?		
7 (Section 4.4.2)	Are significant lifting operations assessed in documented risk assessments?		
8 (Section 4.3.8)	Has non STFC LELA been assessed and evidence of certification provided? Has non STFC equipment on STFC sites for greater than 6 months been registered and managed as STFC LELA?		
9 (Section 4.3.10) (Appendix 2)	Have all LELA users been trained?		
10 (Section 4.5.2)	Is all LELA marked with its SWL?		
11 (Section 4.6.2)	Has all LELA been subject to inspection by competent authority – at least 6 monthly for LA and between 6 and12 monthly for LE?		
12 (Section 4.6.3)	Has all LELA that is no longer used or has failed inspection been removed from the site register and made unusable prior to disposal?		

Appendix 7. Document Retention Policy

Records Established	Minimum Retention Policy	Responsible Record Keeper	Location of Records	Comments/Justifications
Statutory Inspection Records	Current + 3 Years	SHE Group RAL	Statutory Inspection Service Provider	All lifting equipment including FLTs and MEWPs
Statutory Inspection Records	Current + 3 Years	Estates DL/ROE	Statutory Inspection Service Provider	
Lifting risk assessments and plans	Current + 5 Years	Line Management	Evotix Assure	SHE Group maintain Evotix Assure facility
Lifting equipment and accessory maintenance records	Current + 5 years	Line management	Local records systems	
Permit to Work on or in the vicinity of OHTC	Current + 5 years	Line management	Local records systems	
Appointments				
LOLER Manager	Most Recent	Director	SHE Directory	Appointment Letter
Lifting Liaison Officer	Most Recent	Director	SHE Directory	Appointment Letter

Appendix 8. Example Permit to Work on or in the vicinity of overhead cranes.

Permit to Work No:

SCIENCE & TECHNOLOGY FACILITIES COUNCIL

Permit to Work on or in the vicinity of, overhead travelling cranes, their rails or their conductors

Site/Building/Area..... Crane Registration No: .....

Nature of Work to be carried out:.....

.....

This permit is only valid when all sections are complete. If you are in doubt or don't understand, then please ask. *Please ensure that you sign this permit to work.* Do not proceed with your work until your permit has been authorised by the relevant member of staff.

I hereby declare that the above crane has been taken ·out of normal service/placed in restricted use and that it is safe to carry out the work specified below providing that the conditions detailed on this permit are complied with.

HAZARDS TO BE AWARE OF AND PRECAUTIONS TO BE TAKEN

	Yes	No	N/A
Is motive power required during any stage of the work?			
The isolator key has been issued to:..... The Person Authorised to operate the crane controller is: ..... The isolator has been locked off and the key is secured by:.....			
Are there any restrictions on the crane movements?			
If Yes give details and state the precautions adopted:			
Is a safe working platform to be provided?			
If Yes give details. In either case state the means of access and egress:			
If a scaffold tower is to be used then it must be inspected and registered by a competent person	Competent Person's Name: ..... Signature of Competent Person: ..... Date:.....		
If the crane is to be used as a working platform state the method of de-energising the hoist and cross travel circuits: State the limits of the Area in which it is safe to work:			
State any special hazards in the area (unconnected with the Permitted work)			
State any protective equipment which is to be worn			
Is welding or flame cutting involved? If Yes then the Receiving Officer must inform the Site Fire Officer			
Other precautions required:			

PREPARATION COMPLETE. ACCEPTANCE AND AUTHORISATION

I have read and fully understand this Permit-to Work and the conditions under which the required work may be carried out. All persons under my control will be made aware of these conditions.
No work other than that specified will be attempted.

Person responsible for work: ..... Signed: .....

Authorised Permit Issuer:	Signed: .....
Date and Time:	Time of Expiry: .....

EXTENSION

I hereby certify that I have re-examined the situation covered by this **Permit** and authorise its extension to the Time and Date noted below

Permit extended to:		Signature of Authorised Permit issuer	Any additional precautions to be taken
Time	Date		

HAND BACK AND CANCELLATION PROCEDURES

I hereby declare that all the persons under my control have been withdrawn and informed individually that it is no longer safe to work on or in the vicinity of this crane, its rails or conductors and that all tools, gear and debris have been cleared from the area of work and the superstructure of the crane

Person responsible for work: .....Date and Time: .....

I hereby declare that this Permit to Work is cancelled and that the crane has been restored to a fully operational condition and that it is now safe for normal use.

Authorised Permit Issuer: .....Date and Time: .....