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Reviewed by	Compliance Manager	Approval by	Executive Team
Consultation	H&S Panel, Head of Care	Responsible Officer	Compliance Manager

Lifting Equipment and Lifting Operations Policy & Procedure (LOLER)

Purpose

This policy seeks to set out how BCHG will comply with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) where it applies to lifting equipment.

The Health and Safety at Work, etc. Act 1974 requires the Trust to ensure, so far as is reasonably practicable, the health and safety of all employees while at work. It also has a responsibility to ensure that others are not put at risk by work-related driving activities.

Scope

This policy applies to all BCHG colleagues, volunteers, contractors and visitors including BCHG Care and Homeforce colleagues.

Definition

“Lifting equipment” as defined in the Lifting Operations and Lifting Equipment Regulations (LOLER) regulations, means “work equipment for lifting or lowering loads and includes its attachments used for anchoring, fixing or supporting it”.

Lifting equipment in care homes includes hoists, stand aids, bath or ceiling track hoists, passenger and stair lifts, mobile battery powered hoists, vehicle tail lifts and hydraulic tables. The equipment can be either hand-operated or mechanically/electrically powered. Lifting accessories such as slings and chains are also included.

By choosing appropriate equipment and using it effectively, the risk of an incident or sustaining an injury is greatly reduced.

Note: The use of hoists is covered more fully in the arrangement for People moving and Handling care policy.

Associated Hazards

- Lifting equipment being overloaded, causing collapse
- Equipment striking other objects or people
- Failure of poorly maintained equipment
- Equipment being used by untrained operatives.

Equipment on uneven surfaces

Make sure the work area around the equipment is kept clean and tidy, free from obstructions or slips and trips hazards, and area well lit.

Employer's Responsibilities

As part of our work activity involves the use of lifting equipment, Black Country Housing Group Ltd will ensure that:–

- Appropriate equipment is chosen and is safe and fit for purpose
- All lifting equipment is thoroughly examined before being used for the first time and at regular intervals thereafter and a current certificate kept. Formal checks and servicing are to be recorded
- All lifting equipment is inspected, maintained and examined by competent persons in line with the manufacturer's recommendations, written examination scheme and applicable legislation
- Equipment used for lifting people, e.g. hoists, passenger and stair lifts are thoroughly examined every six months
- Lifting equipment is clearly marked with its safe working load
- Relevant employees are trained in the safe use and operation of lifting Equipment
- Competent people carry out lifting operations in a well-planned manner.
- Black Country Housing Group will ensure that risk assessments are carried out to identify any significant hazards that arise from the use of lifting equipment. These assessments will be communicated to all relevant employees.

When compiling assessments the following points are to be considered:–

- The type of load being lifted
- The risk of the load or equipment falling and striking a person or object
- The risk of lifting equipment overturning whilst in use
- The load-bearing capability of the ground on which it is situated.

To ensure the safety of everyone, any incident involving lifting equipment will be recorded on Cascade and investigated immediately by the service manager in conjunction with others and appropriate action taken.

Black Country Housing Group Ltd will also ensure that any Dangerous Occurrences, as defined under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), are reported to the Health and Safety Executive.

Employees Responsibilities

All employees are responsible for the safe use of lifting equipment and should only carry out work for which they have been trained. The following controls must be adhered to;

- Lifting equipment should only be used for the task for which it is designed
- Before use, ensure lifting equipment and associated accessories are marked with their safe working load
- Only use equipment and associated accessories if they hold a current test certificate

- Use all lifting equipment in line with any manufacturer's guidance and written operating instructions
- Follow the risk assessment and safe system of work that is applicable to the lifting operation being undertaken
- Isolate and immediately report any damaged, misused, non-inspected or faulty work equipment.

Written Summary of responsibilities.

Training

Administering the Organisation's training matrix and ensuring that training is provided to responsible persons is the primary responsibility of the HR team, in co-operation with Heads of Service. - *Electronic HR system*

Client Health and Safety Assessments

Where our staff operate patient lifting equipment it is the responsibility of service managers to ensure lifting is covered by risk assessments within their service. Where tenants or clients have portable or fixed equipment that is owned by them or a 3rd party it is the responsibility of service managers to ensure they know that equipment is under service and any necessary record keeping.

Servicing and maintenance of Lifting Equipment.

The responsibility lies with the Compliance Manager for arranging servicing of lifting equipment and the insurance inspection regime. It is the responsibility of service managers to alert compliance@bchg.co.uk to any additions or removals and ensure engineers and inspectors are actively given access to all lifting equipment on the premises when they call out. In regards to patient safety equipment, our servicing company will proactively seek out all equipment on a site with on site staff who know the service when visiting site and our insurance company will also update their records where changes have been found. However we cannot outsource our responsibility for this and compliance will from time to time send out a reminder to service managers to check the asset register for equipment within their area of control, the servicing companies and insurance company will be updated,

Contingency planning, recording and reporting

It is the responsibility of site-specific service managers for service continuity planning in case lifting equipment is out of service for any reason. For example Gower Gardens and New Bradley Hall were designed and built with a single passenger lift.

It is the responsibility of site specific managers to initiate any accident, incident or near miss reporting, to include trap-ins.

Where site-specific managers are not actively using lift equipment which remains on site it is their responsibility for ensuring it is not accidentally used. If it is to be brought back into use, it is the service managers' responsibility for arranging this through asset management compliance colleagues.

Slings and consumables

Service managers are responsible for slings and consumable within their site health and safety checks. LOLER requires lifting equipment to be maintained so that it remains safe and that maintenance is carried out safely.

Servicing documents will be filed on BCHG's document management system, with Insurance reports are available on electronic portal www.e-report.co.uk The Compliance Manager is responsible for reviewing reports and actioning any observations or findings. Most lift companies have a specific email address to which to send these reports for their attention.