

LIFTING EQUIPMENT AND ACCESSORIES

1. The term 'Lifting Equipment' covers the mechanical equipment used for lifting (e.g. forklift trucks and trolleys, hoists, winches, cranes, chain blocks).



Devices used to attach the load to the equipment (e.g. chain slings, rope and fibre slings, rings, hooks, shackles and swivels) are termed 'Lifting Accessories'.



The hazards arising from the operation of such equipment are:

- Falling loads if there is a failure of equipment or attachment devices.
- High velocity projection of components in event of catastrophic failure of load bearing parts.

To prevent them becoming a source of harm, items of lifting equipment should be:

- Used correctly.
- Regularly inspected and maintained.

2. Use of Lifting Equipment

Only those who have been trained and authorised to use the equipment are permitted to work with lifting equipment.

Lifting equipment must not be put into use in the School until it has first been entered on the School's register of lifting equipment.

All lifting appliances and equipment must have test certificates and be clearly marked with a SWL (Safe Working Load). Lifting equipment must not be modified in any way by staff in the School without the approval of the LSC.

Any equipment or accessory which appears to be faulty, must not be used. It must be taken out of use and steps taken to prevent anyone else using it. It must be checked by a competent person and either repaired or replaced.

Similarly, any equipment or accessory which has missed a statutory inspection date, must be taken out of service and reported to the LSC who will arrange for it to be inspected.

Basic Precautions:

- The lifting of a load should be halted after the load has been raised a few inches and the security of the slinging attachments should then be checked before proceeding.
- When using shackles, ensure that the pin is screwed securely into place.
- If lifting with a fork lift or pallet truck, ensure that the load is secure and will not topple over.
- Never stand under a hoist, fork lift, or any lifting appliance. Keep hands and feet clear. Safety shoes/boots should be worn.

3. Maintenance of Lifting Equipment

Lifting equipment and accessories require statutory inspections by independent contractors. For lifting accessories such as shackles or slings, where it is not possible to attach a label, a colour coded system is in use. This consists of the item being fitted with a different colour

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cable-tie after each six-monthly inspection. The current colour is listed in the notice board on the noticeboard in the main hanger area.

The School will:

- Maintain a register of all lifting equipment.
- Ensure lifting equipment being entered into the register has appropriate certificates of test, is marked with an identifying number and with safe working load.
- Ensure that all lifting equipment is inspected at required intervals by the insurance company contracted by Estates to carry out such inspections.
- Ensure that any equipment failing inspection or not inspected by the due date is removed from use.
- Ensure that certificates of inspection are obtained and kept on file for all lifting equipment in use.
- Ensure that Lifting Equipment is regularly maintained (in addition to inspection) in accordance with manufacturer's guidance.

Revision Record			
Issue	Name	Date	Reason for review
1	ES	31/5/2022	Transfer from main handbook
	ES	26/8/2022	Added alt text for images.