

Lifting Operations and Lifting Equipment (LOLER)

Guidance for Managers

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Introduction

Bradford Council understands that the successful control of lifting operations and safe use of lift equipment requires a high level of management commitment, professional competence and adequate resources. It is accepted that managers, those responsible for lifting operations and employees must do all that is reasonably practicable to achieve compliance with statutory duties arising from health and safety legislation, Council guidance and advice.

Purpose

The purpose of this document is to set out Bradford Council's responsibilities and to offer guidance for the control of hazards arising out of lifting operations and the use of lifting equipment.

Its aim is to comply with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

In particular,

Regulation 8 - Organisation of Lifting Operations

- 1) Every employer shall ensure that every lifting operation involving lifting equipment is:
 - a) properly planned by a competent person
 - b) appropriately supervised
 - c) carried out in a safe manner
- 2) In this regulation "lifting operation" means an operation concerned with the lifting or lowering of a load.

The Safe Use of Lifting Equipment, Approved Code of Practice (ACOP), as well as other relevant current health and safety legislation.

This guidance requires that all lifting equipment owned, hired or used by the Council must be properly serviced and inspected to meet legislative requirements and to ensure that the lifts operations it is used for can be performed in a safe and satisfactory manner.

The Council seeks to continually improve the health, safety and welfare of its employees by the safe use of appropriate lifting equipment, reducing the level of physical effort employees are required to perform during lifting tasks or while working at height.

Scope

This guidance will act as an overarching document regarding lifting operations and the use lifting equipment within Bradford Council. It will outline the key responsibilities of those involved in this type of work and offer guidance for the organisation, assessment, planning and the development of safe systems of work for lifting operations. It will not have described in any detail the individual requirements of a particular lifting operation or piece of lifting equipment.

Managers who use or hire in lifting equipment within the Council, must ensure their service specific procedures regarding lifting operations and lifting equipment links to and follows the requirements as outlined in this guidance document.

This document should be used as a reference to aide managers, those responsible for lifting operations and lifting equipment and employees, to consider the safety factors when they assess, plan, supervise and carry out lifting activities.

Responsibilities

Directors, Managers:

Must make themselves aware of this guidance document; understand their responsibilities with regard to lifting operations and lifting equipment and the links to the relevant health and safety legislation around lifting operations (see Reference paragraph, **page 11**).

Ensure that all lifting equipment used for lifting operations is appropriate for the task, used correctly and that employees involved in the organising, planning and use of lifting equipment are suitably trained.

In addition, managers must ensure in all cases where lifting equipment is being used, that:

- All lifting equipment within their areas of control are identified and recorded on a register.
- All risks arising from operations involving lifting equipment are suitably and sufficiently assessed by a competent person and appropriate control measures implemented.
- All lifting operations are suitably planned, supervised and carried out in a safe manner.
- Planning of a single lift, or series of lifts, must address the risks identified by the risk assessment and the appropriate control measures implemented (safe systems of work, lifting plans etc).
- All relevant information, training and instruction are given to users of lifting equipment and they are competent to carry out those tasks.
- All persons using lifting equipment must work within the agreed safe working practices, reference information, instruction and training given.
- Systems exist for the reporting of, and removing from use, lifting equipment that has developed a fault or defect.

Where managers have control over, or own, lifting equipment they will also ensure that:

- Thorough examination dates for all lifting equipment are identified and arrangements made for a competent person to carry out the examination or inspection.
- Inspections are carried out by persons competent to do so and that all lifting equipment and accessories are available for inspection.
- Any remedial actions regarding any defects found during examination or inspection are carried out and where there is an immediate danger, the equipment is not used until the corrective actions have been completed.
- Suitable records of thorough examination of lifting equipment, servicing and inspections are kept and available for reference as required.
- Lifting equipment and accessories are stored in conditions that do not lead to damage or deterioration.

Persons Responsible for Planning Lifting Operations – (Competent Persons)

Persons who have been appointed, or been given the responsibility, for planning lifting operations should have the sufficient technical, practical and theoretical training, knowledge and experience of the work they are likely to plan lifts for. These competent persons will vary depending on the type of lifting work being carried out, and are likely to be different to the competent person referred to in regulation 9 LOLER (Thorough Examination and Inspection section **page 10**), or may also be from an external organisation. They should:

- Be capable of identifying the hazards and risks associated to lifting operations within their area of work or the environment where the lifting operation will take place.
- Be able to select the correct lifting equipment for the work. Understand the characteristics of the lifting equipment they are selecting and the nature of the work it will be carrying out.
- Carry out and document risk assessments (lifting operation) or site surveys; have the ability to communicate their findings to those involved in, and affected by, the lifting operations.
- Be able to create method statements or lifting plans and implement safe systems of work for lifting operations.
- Where appropriate seek additional support and expertise, including the use of external specialists, to assist them with the planning of lifting operations.

Note – For some routine lifting operations, the planning of each individual lifting operation may be carried out by the user of the lifting equipment; eg a fork-lift truck operator in a warehouse or similar may initially plan the lift, then review it occasionally to ensure it remains valid. The person carrying out this planning exercise will still need to have sufficient knowledge, training and expertise for the task. However, for more complex lifting operations there is a need for a competent person as described above to plan the lifting task each time it is to be carried out. As examples; the lifting of an unusually sized load; working above a public highway; working on rough terrain or where more than one piece of lifting equipment

is being used in the same work area. In some areas of the Council there may be a requirement to have an Appointed Person (for lifting operations) who will be responsible for the organisation, planning and carrying out of lifting operations; these persons are usually found in construction working environments.

Supervisors

The appropriate supervision of lifting operations should be proportionate to the level of risk and take into account those involved in a particular lifting operation. For example, those who are inexperienced, have a disability, or are a young person. Levels of supervision will be determined by the nature or complexity of the work and the competence of those involved in using lifting equipment and assisting with the lifting operation.

Persons who have been authorised to supervise lifting operations should:

- Have sufficient technical, practical and theoretical training, knowledge and experience of the work being carried out.
- Be briefed and instructed on the outcomes of the risk assessment and fully understand the requirements of the safe system of work or lifting plan for the lifting operation to be carried out. Also an understanding of all those involved in the task.
- Supervise all complex or unusual lifting operations.
- Monitor a sufficient number of lifting operations to ensure correct working practices are being followed.
- Where appropriate, direct lifting operations, offering clear instructions to those involved.
- Be able to assess changes in circumstances e.g. ground conditions, and where appropriate stop a lifting operation if the risk is unacceptable, or if it is considered unsafe to carry on. Referring the concerns to their manager, competent person, or person responsible for planning lifting operations.

Operators (Employees)

Operators of lifting equipment shall:

- Not attempt any lifting operation, or use lifting equipment, without prior training/assessment, guidance and appropriate supervision, or which is beyond the level of their competency.
- Ensure that both routine and complex lifting operations are not undertaken without a suitable and sufficient risk assessment being carried out by a competent person.
- Ensure they fully understand the lifting equipment, be familiar with how it operates and the proposed lifting operation(s) they have been authorised to do. Ensure that safe systems of work, training, guidance and advice are followed at all times.
- Carry out pre-use checks of lifting equipment prior to use, to ensure there are no obvious visual defects.
- Remove faulty or defective equipment from use, clearly record fault or defect on the appropriate documents and report the issue to their manager, or person in charge, as soon as is reasonably practicable. This includes reporting concerns they may have regarding a lift operation to their supervisor or manager in the first instance and not continuing with the operation.
- Where appropriate have an understanding of the emergency procedures relating to lifting equipment in use and take part in training and periodic drills.

Lifting Equipment Belonging to Contractors

Contractors are required to ensure they comply with the requirements of LOLER in respect of any lifting equipment they bring onto Bradford Council's property and any lifting operations they intend to carry out on Bradford Council property.

Project Managers, Contractor Liaison Officers, or Managers who are responsible for contracted lifting operations, should make regular checks of the contractor to ensure the lifting equipment in use by them is suitable for the task or activity, has working limits clearly marked, been subject to timely inspection and is in good order. Where there are concerns, the lifting equipment must not be used and the lifting operation must cease.

Contractors

Where contractors have been invited to carry out lifting operations on behalf of the Council, it is important the following is adhered to:

- All lifting operations will be carried out in accordance with Lifting Operations and Lifting Equipment Regs 1998 (LOLER), other relevant health safety legislation, industry guidance and best practice. This includes adhering to the Council's requirements for lifting operations.
- Liaise with a Project Manager or Contractor Liaison Officer to discuss the services to be provided. This will include making available all the relevant credentials, certification and details of the work being carried out.
- The contractor will provide a competent person (appointed person) for a fully contracted lift, who will assess and plan the lifting operation, create a method statement or lifting plan and implement safe system of work. They will also organise and control the lifting operation.
- In some circumstances, this person may also have to liaise with a Council Appointed person, e.g. in the event of a number of different lifting operations taking place at the same time, or a very complex lift.
- Ensure the lifting equipment selected is of a suitable type, capacity and has been tested / certificated.
- Ensure they fully understand the lifting equipment, familiar with how it operates and the proposed lifting operation(s) they have been authorised to do. That safe systems of work, training, guidance and advice are followed at all times.
- Carry out pre-use checks of lifting equipment prior to use, to ensure there are no obvious visual defects.
- Remove faulty or defective equipment from use, clearly record fault or defect on the appropriate documents and report the issue to their manager, or person in charge, as soon as is reasonably practicable. This includes reporting concerns they may have regarding a lift operation via the correct reporting channels in the first instance and not continuing with the lifting operation.
- Where appropriate, have an understanding of the emergency procedures (rescue plans) relating to lifting equipment in use and have taken part in training and periodic drills.

Protection of Young Persons

Young persons (defined as being less than 18 years of age) are often exposed to risks to their health and safety when using work equipment because of their immaturity, lack of experience or absence of the awareness of existing or potential risks.

Therefore, young persons should not be allowed to use high risk lifting equipment unless they can demonstrate the necessary maturity and competence, including having successfully completed the appropriate training.

Terms and Definitions

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) place a legal duty on employers to ensure the safety of all lifting operations and lifting equipment in order to prevent the risk of injury.

Lifting Operations

Any operation concerned with the lifting or lowering of a load, as a single lift or as a series of lifts.

Load

A load is defined as any item, material, people or animals, or combination of, that is lifted/lowered by the lifting equipment.

Lifting Equipment

Is defined as being any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting the load. Such a definition covers a wide range of equipment including:

- Cranes
- Scissor lifts, Work platforms

- Fork lift trucks, Tele-handlers
- Passenger, goods lifts, DDA platform lifts
- Mobile elevating work platforms (MEWPs, Cherry pickers)
- Vehicle inspection platform hoists
- Vehicle tail lifts
- Garage jacks
- Pallet trucks (walk along or ride on or manual operated)
- Agricultural lifting equipment such as front-end loaders
- Vacuum lifting cranes
- Hoists
- Dumb waiters
- Bath hoists
- Patient hoists (including bed lifts)

Attachments used in conjunction with lifting equipment during lifting operations include:

- Chains, Ropes, Slings, Strops
- Pulleys
- Eyebolts, Shackles, Karabiners
- Anchor points, Harnesses

Equipment Excluded from LOLER

Equipment excluded from the requirements of LOLER includes:

- Lifting points or brackets which are permanently fixed to equipment, which support rather than lift. These will be designed to be of adequate strength for the purpose intended, but will not be registered or treated as lifting equipment.

Planning Lifting Operations

Below are the elements of what should be considered when planning lifting operations:

- **Work task** – describing the activity or lifting operation taking place, e.g. a single complex lift, or a series of routine lifts.
- **Risk assessment or Site survey** – is a careful examination by a competent person(s) of the potential hazards and risks arising from the proposed lifting operation and the nature of the site involved.
- **Selection of lifting equipment** – a process to ensure the appropriate lifting equipment is selected for the lifting operation.
- **Safe system of work, Method statement or Lifting plan** – A set of instructions and guidance outlining how the lifting operation will take place.
- **Co-ordination** with other activities and preparation of work areas.

Safe Systems of Work, Lifting Plan

The findings from the risk assessment or site survey process must be used to create suitable safe systems of work, e.g. routine lifting operations or specific written lifting plan for complex lifts. These documents should include all the control measures required by the assessment to ensure risks are eliminated, or controlled to their lowest level practicable.

A typical safe system of work or lifting plan would include the correct lifting equipment to be used, sequence of how the operation will take place, travel to site, marking out the work area, specific hazards (e.g. ground conditions), positioning/stabilisation, PPE, stowing after operation completed, etc.

Thorough Examination, Inspection and Maintenance

The Lifting Operations and Lifting Equipment Regulations (LOLER) require that all lifting equipment and lifting accessories be periodically inspected by a competent person/service, to ensure they remain safe for use.

- Lifting equipment for lifting persons to be examined at least every six months
- Other lifting equipment is examined at least every 12 months.

Before lifting equipment is put into service for the first time, a manager must ensure that it is thoroughly examined for any defect, unless the lifting equipment is new and has not been used before. An exception would be where the equipment has been received from another person with evidence that the last thorough examination required under these regulations has been carried out.

Training

All persons who use lifting equipment and/or involved in lifting operations must be suitably trained to ensure they are competent to carry out these task in a safe manner. They must not organise, plan or carry out lifting operations which they are not trained to do. The level of training will depend on the type of lifting operations they carry out and may require refresher training at suitable time intervals. Suitable records regarding training completed should be maintained and be easily referred to as required.

Guidance

Lifting Operations

All lifting operations involving lifting equipment must be

- a) Properly planned by a competent person
- b) Appropriately supervised
- c) Carried out in a safe manner

a) Planning Lifting Operations

Risk Assessment or Site survey

The Management of Health & Safety at Work Regulations requires risk assessments to be carried out by a competent person, to identify the nature and level of risks associated with lifting operations. These assessments will assist in selection of the most appropriate lifting equipment required for the lifting operation and control measures must be implemented which either eliminates risks or controls them.

The following should be considered as part of the assessment process (**This is not an exhaustive list**):

- The lifting operation and activity taking place.
- The environment where the lifting operation will take place.
- How often the lifting equipment will be used, or number of lifts.
- The type of load being lifted (its weight, shape and what it consists of)
- The risk of a load falling and the consequences.
- The risk of the equipment striking someone/something and the consequences.
- The risk of the equipment failing or falling over in use and the consequences.
- Any limitations on use of the equipment specified by the manufacturer/supplier.
- Other lifting equipment, vehicles, persons, or a combination of, operating in the same area.

Suitability of Lifting Equipment

All lifting equipment to be used for lifting operations should be:

- Sufficiently strong, stable and suitable for the proposed use, also taking into consideration the stresses created at its mounting or fixing point. The load or anything attached (e.g. timber pallets, lifting points) must be suitable to withstand the operation. Where the equipment or its load may be affected by high wind, the equipment should be fitted with an anemometer, for example, to detect dangerous situations.
- Positioned or installed to prevent the risk of injury, e.g. from the equipment or the load falling, drifting or being released unintentionally, or striking people. It should prevent persons from being crushed, trapped or stuck. There should be adequate protection against slips, trips and falls, including suitable devices to prevent persons from falling down a shaft or hoist way. It should be constructed in such a way where a person trapped or stuck is not exposed to danger and can be freed.
- Lifting equipment must be conspicuously marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads. Accessories, e.g. slings, clamps etc, should be similarly marked. Lifting equipment designed for lifting persons must be clearly marked as such. Where there is a significant risk of overturning and/or overloading, it should have an audible and/or visual warning when the safe lifting limits are being approached.
- A safe working load (SWL) is a value or set of values based on the strength and/or stability of the equipment when lifting. The SWL is usually expressed in terms of the maximum load that the equipment may safely lift. Machinery and accessories for lifting loads must be clearly marked to indicate their SWLs.

Lifting Equipment for Lifting Persons

Any lifting equipment used for lifting persons should:

- Be designed to prevent a person using it being crushed, trapped, become stuck or able to fall from it (e.g. a lift car, MEWP)
- Where it is used for access and is not enclosed, it should be designed to prevent a person carrying out activities from the carrier being crushed, trapped or stuck or able to fall from it.
- Have devices to prevent free-fall. With lift cars these should be independent of the means of suspension to prevent them falling in the event of failure of the primary means of support.
- In the event of a malfunction, the person at height should not be exposed to danger and there must be a reliable means of rescue provided.
- Be conspicuously marked with the relevant information.

b) Supervision of Lifting Operations

Supervision

The appropriate supervision of lifting operations should be proportionate to the level of risk and take into account those involved in a particular lifting operation e.g. those who are inexperienced, have a disability or are a young person. Levels of supervision will be determined by the nature of the work, and the competence of those involved in using the equipment and assisting with the lifting operation. The person supervising should have sufficient competence to allow them to monitor the risks and take appropriate actions to maintain safety of the operation.

This does not mean, for example, that an experienced MEWP operator will have to be under direct supervision every time they carry out a routine lift, but they may need to be supervised if they are carrying out an unusual or complex lift, or a lift in potentially hazardous conditions. It also does not mean that a Building Custodian of an office building has to provide a person to supervise the operation of a passenger lift.

c) Safe Lifting Operation

Safe Systems of Work (Method Statements Lifting Plans)

Below is an example of a step by step guide of a possible safe system of work – it is understood that each element of the sequence may need additional detail applicable to a particular lifting operation. Equally a safe system of work for the use of some lifting equipment may be much simpler than listed below.

1. Issue Job Sheet and Site Risk Assessment.
2. Review Lifting Plan for equipment selected.
3. Complete Pre-use Inspection check list.
4. Transport lifting equipment to work site.
5. Review and validate Site Risk Assessment and control measures.
6. Agree a work plan.
7. Check and fit PPE (e.g. harnesses).
8. Define the work area, put in place tape, cones, barriers, safety signs etc.
9. Position and stabilise lifting equipment and other associated work equipment.
10. Carry out task and monitor operation.
11. Complete lifting task(s) and descend.
12. Safely pack up and stow lifting equipment and accessories.
13. Where lifting equipment is to be moved to another lift position, repeat from step 4.
14. Report any concerns, accidents, incidents or dangerous occurrences to management.
15. Remove lifting equipment and any other equipment and leave from site.

Training

Employees must only use lifting equipment for which they have received training and instruction so they can use it in the manner in which they have been trained.

This training may be in the form of familiarisation of equipment, or specific courses; coaching/mentoring, seminars, etc. It should be appropriate to the lifting operations they will carry out, i.e. fork lift, cherry picker, patient hoist, as examples.

For straightforward, or some low risk, routine, lifting operations, training may consist of a demonstration by either the manufacturer, or by someone suitably experienced in using the lifting equipment. However, some employees may need additional training in the use of lifting equipment, where such training is necessary to control the risks (including Fork lift trucks, Mobile elevated work platforms (MEWPs), Cranes)

The training of employees or individuals involved in the use of lifting equipment should take into account:

- The specific uses for which lifting equipment can be used and where additional information, guidance and the operation manual can be found.
- The correct method for using the lifting equipment and warnings given to incorrect method of use, dangerous practices, and the possible outcomes, e.g. overturning of lifting equipment.
- Identification and understanding of the markings on the equipment, including any limitations this may impose on the safe use of the equipment.
- The daily check procedure, including any requirements imposed by the manufacturer, supplier or competent person.
- Pre-use checks to be made, including load and angle estimation, where applicable, and the identification of basic equipment defects together with the procedure for reporting them.
- The correct methods for ensuring stabilisation of the equipment on differing ground conditions.
- The correct methods for attaching the load, slinging and other accessories to the load hook of the appliance.
- Pre-lift checks to be carried out.

- Lifting and lowering procedures, safe systems of work to be adopted. For more complex lifting operations, descriptions of specific risk assessments, lifting plans and safe systems of work, complete with diagrams, should be issued to staff or be in the vicinity of the lifting operation.
- The signals to be used by a banksman when more than one employee is involved in the lifting operation.
- The possible faults which can occur in use, how to withdraw equipment from service and how to report defects.
- The procedures to follow on completion of the lifting operation, including the correct methods of preparing portable items and accessories for transportation and safe storage
- The correct methods for the safe storage of lifting equipment, accessories and PPE.
- Where there is a doubt about a lifting operation, users must seek advice before continuing.
- The need to retain suitable records of lifting operation training.

Emergency Plans and Drills

Rescue Plans

It is a legal requirement to plan for emergencies and be able to rescue anyone working at height, or trapped in a lift car, or has become incapacitated. The ability to rescue someone quickly that has become trapped or injured can make a very significant difference to the injuries sustained; it may be the difference between life and death.

A suitable rescue plan must be developed to ensure that an emergency rescue can be carried out safely and quickly in the event of an operator or anyone else becoming trapped, stuck or incapacitated.

Lifting equipment users, managers and others involved in lifting operations must be briefed on, and practice, the procedures they are required to follow in the event of an emergency.

Periodic Drills

It is likely that emergency plans will be specific to an individual piece of lifting equipment or machinery. With this in mind, periodic drills should be carried out for those who would be responsible or involved in the possible rescue of a trapped or injured person. These drills must include practising the use of the ground controls and emergency controls for each piece of equipment in use.

Maintenance Inspection and Thorough Examination

Maintenance of Equipment

All equipment provided for use at work, particularly lifting equipment, has to be maintained. Maintenance should be carried out in accordance with the manufacturer's instructions. Where equipment is dismantled and re-assembled, or repairs are made, the equipment should be re-verified before further use.

Inspection

Lifting equipment can be subjected to operational and environmental conditions which may affect its safe working characteristics. LOLER requires that lifting equipment is properly maintained and safe to operate at all times. To ensure that this is the case, there is a requirement for lifting equipment to be inspected (service inspections) at suitable intervals between thorough examinations.

The period between the service inspections should be determined by equipment utilisation, environment and based on the history of the equipment, e.g. a visual check each time the equipment is used. These inspections are in addition to the thorough examination and may be included within a maintenance schedule. The service inspections should be carried out by a responsible and competent person.

Thorough Examination

LOLER require that all lifting equipment is thoroughly examined by a competent person throughout its life and the results recorded. LOLER require the thorough examination to be either within a fixed period (**six months for lifting equipment and lifting accessories for lifting persons, and twelve months for other lifting equipment**) or in accordance with a written scheme of examination drawn up by a competent person. The equipment must be thoroughly examined before use for the first time, unless the equipment has not been used before and a compliant Declaration of Conformity has been issued. Lifting equipment should be thoroughly examined following any exceptional circumstances, e.g. unexpected shock loading which is liable to jeopardise the safety of the equipment. The competent person should state on the report the date by which the next examination is to be made. Also, a thorough examination is required following any significant change which may affect the safe operation of the lifting equipment, e.g. its involvement in an accident or dangerous occurrence, or after a significant change in conditions of use and long periods out of use. All records of tests, examinations, inspections and maintenance should be retained and be easily available to be inspected by the competent person or the HSE.

Competent Person

The competent person carrying out thorough examination tasks must have the appropriate practical and theoretical knowledge, engineering expertise and experience of lifting equipment to enable them to detect material defects or weaknesses. They must be sufficiently independent and impartial to allow them to make objective decisions. The Council uses a number of external contractors to carry out this function.

Reports and Defects

Where the competent person identifies defects which need to be made good within a specified timescale, the report should be made in good time to allow the employer to take the necessary action within the required period. The equipment should not be used until the remedial work has been carried out.

Lifting equipment must not be used when there is an immediate defect identified. Where time qualified defects are identified they should be corrected within the specified time frame or the lifting equipment is taken out of service and the defect corrected.

Where there is an existing or imminent risk of serious personal injury, a report of the examination will be sent to the Health and Safety Executive.

Keeping Recorded Information

Reports of thorough examinations and other documents (e.g. Declaration of Conformity and the current record of inspection) should be readily available to Inspectors from the HSE. This may be kept as hard copy, or held electronically and protected from unauthorised alteration. It should be kept at the premises where the equipment is kept.

Review

This procedure and guidance document will be reviewed on a timely basis or in the event of a significant change, or if it is believed to be no longer valid.

Reference

Health and Safety Legislation

The list below is just some of the applicable/related health and safety legislation to lifting operations and lifting equipment. There are also a number of British Standards and best practice guidance available.

Managers and employees are advised to acquaint themselves with them and legislation.

- Health and Safety at Work Act 1974
- Safe use of Lifting Equipment, Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and the Approved Code of Practice
- 'Lifting equipment at work, A brief guide' (HSE)
- How the Lifting Operations and Lifting Equipment Regulations apply to health and social care (HSE)
- Simple Guide to Thorough Examination of Lifting Equipment (HSE) 2008
- Provision and Use of Workplace Equipment Regulations (PUWER) and the Approved Code of Practice
- Management of Health and Safety at Work Regulations 1999
- The Work at Height Regulations 2005 (as amended)

Bradford Council

- Health and Safety at Work Policy document