



# LEIA Safety Information Sheet

## Competence Requirements for Simple Lifting Operations

Prepared by the LEIA Safety and Environment Committee

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## SAFETY INFORMATION SHEET

### COMPETENCE REQUIREMENTS FOR SIMPLE LIFTING OPERATIONS

#### PREAMBLE

This Information Sheet is one of a series produced by the LEIA Safety and Environment Committee on topics relevant to the Lift and Escalator Industry. Whilst every effort has been taken in the production of these sheets, it must be acknowledged that they should be read in conjunction with the relevant legislation, codes of practice etc. They should not be taken as an authoritative interpretation of the law but guidance to it.

#### INTRODUCTION

The purpose of this Safety information sheet is to define the requirements for competence of those undertaking simple lifting operations, usually from a single point and utilizing simple lifting equipment such as manual chain blocks, electric blocks, and the like, and undertaking simple routine lifting operations.

It may help to read this guidance note in conjunction with LEIA Safety information sheets covering Lifting Plans and Lifting Operations and Lifting equipment regulations 1998 (LOLER).

#### LIFTING OPERATIONS IN THE LIFT INDUSTRY

Lifting operations within the lift industry vary from a simple lift possibly using a manual chain block involving only vertical movement of a load beneath the hook to complex operations involving cranes to lift and position escalators and similar.

Regulation 8 of LOLER requires that every lifting operation involving lifting equipment is properly planned by a competent person, appropriately supervised, and carried out in a safe manner.

The degree of planning required will vary considerably depending both on the lifting equipment to be used and the particular lifting operation.

Proper planning of a lifting operation is a combination of two parts –

- Initial planning to ensure the lifting equipment provided is suitable for the range of tasks it will have to carry out.
- Planning of individual lifting operations so that these can be carried out safely with the lifting equipment provided. (1)

The table below provides guidance on one example of a simple lifting operation (lifting a motor up a hoistway) and one example of a complex lifting operation (lifting an escalator into a building).

<p><b>Planning:</b></p> <p>In all cases a risk-based approach should be adopted. All planning should be proportionate to the risks involved. Examples given are of a simple and a complex lift.</p> <p>There may be others in between where the degree of planning must be in proportion to the risk.</p>	
<p>Example: <b>Simple lifting operation</b> – Lifting a motor within the hoistway.</p>	<p>Example: <b>Complex lifting operation</b> – Lifting an escalator into or within a building.</p>
<p>For individual routine simple lifting operations this may be done by those who carry out the operation. (2)</p> <p>They will be supported by a plan possibly combined into a risk assessment and method statement for the particular job of which lifting operations only form part.</p> <p>Those persons drawing up a plan must be competent to do so (4). This would contain details of the lifting equipment selected for the range of tasks to be carried out.</p> <p>This information supports those carrying out simple lifting operations in the planning of individual lifting operations.</p>	<p>Complex lifting operations must be meticulously planned and properly organised. Where cranes are involved the BS7121 (Code of practice for safe use of cranes) series of standards give guidance. (3)</p> <p>Within this standard the term Appointed person is used and the Appointed person and the competent person are the same.</p> <p>In order to demonstrate competency, which is often judged on several factors including experience it is likely a qualification will be needed typically CPCS. Other schemes exist.</p>
<p><b>Competence of person planning the lifting operation:</b></p>	
<p>For a simple lifting operation, the planning of the lifting operation may be by the person carrying out the lift supported by a lifting plan (2) which may be included within the Risk Assessment and method statement for the job.</p> <p>The person drawing up the plan must be competent to do so. They should have sufficient theoretical and practical knowledge of the work and the equipment being used as well as the requirements of the law to perform the operation properly and safely. (4)</p> <p>A suitable training qualification would be lifting and slinging – Beneath the Hook supplemented by health and safety knowledge and ability to carry out risk assessments combined with industry vocational qualifications.</p>	<p>The person planning the complex lift must be competent to do so.</p> <p>Crane appreciation and terminology, risk assessments and planning a lifting operation as a minimum.</p> <p>A thorough understanding of lifting operations is also required and typically Construction Plant Certification scheme (CPCS) Appointed person qualification.</p>

<b>Competence of person undertaking the lifting operation:</b>	
Example: <b>Simple lifting operation</b> - Lifting a motor within the hoistway.	Example: <b>Complex lifting operation</b> - Lifting an escalator into or within a building.
Persons undertaking simple lifting operations must have sufficient theoretical and practical knowledge of the work and the equipment being used as well as the requirements of the law to perform the operation properly and safely.  A suitable training qualification would be lifting and slinging – Beneath the Hook supplemented by health and safety knowledge and ability to carry out risk assessments combined with industry vocational qualifications.	Sufficient theoretical and practical knowledge of the work and the equipment being used as well as the requirements of the law to perform the operation properly and safely.
<b>Documentation required:</b>	
A simple plan combined within the risk assessment and method statement for the job. This must address the foreseeable risks.	Bespoke and detailed lifting plan resulting from extensive and meticulous planning. Drawn up by a competent person typically an Appointed person.
<b>Supervision:</b>	
Not usually required.	Usually required – levels of supervision determined by the Appointed person.

## CONCLUSION

The LEIA safety committee have considered this question carefully and conclude the following:

1. For simple lifting operations within the lift and escalator environment a suitable measure of competence would be Beneath the Hook training supplemented by knowledge and experience. This applies both to those planning and to those undertaking the lifting operation.
2. For complex lifting operations involving cranes a competent Appointed person would be selected to plan the lifting operation. Although there is no requirement for a formal qualification to carry out the appointed person role, legislation places the emphasis on competency, a qualification will often be asked for and an accepted qualification is CPCS Appointed persons training course. The competency of those carrying out and supervising the lifting operation will be determined by the Appointed person.

## REFERENCES

L113 Safe use of lifting equipment. Lifting operations and lifting equipment regulations 1998

- (1) Paragraph 215
- (2) Paragraph 221
- (3) Paragraph 226
- (4) Paragraph 217

Leia Safety information sheets:

32. Lifting operations and lifting equipment regulations 1998 (LOLER)

48. Lifting Plans