



# **Compass Group (UK and Ireland) Ltd**

## **Lifting Operations Lifting Equipment Safety Policy**

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## Version Control

Version Number	Implementation Date	Review Date	Amendments
1.0	November 2015	November 2017	New Site-Specific Policies
1.1	November 2017	November 2019	Minor Grammatical Corrections
1.2	November 2019	November 2022	Unchanged
2.0	March 2023	February 2025	Trading Name Changed to Compass Group. Group Policy, Site Specificity Removed. Inclusion of the Technical Authority, Coordinating Authorising Engineer and Authorised Signatory. Training Requirements added to Part 6 Categorisations included in Appendix 3. General Definitions moved to Appendix 4.

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## Part 1 Policy Statement

Compass Group (UK & Ireland) Ltd (hereafter referred to as Compass Group) is committed to:

- implementing this policy
- ensuring all lifting activities are managed without giving rise to danger.
- monitoring this policy to ensure its effectiveness.

This policy has been created for the protection of those persons whose employment involves them using, controlling, or maintaining Lifting Equipment or carrying out Lifting Activities on sites controlled by Compass Group and any person likely to be affected by the activities of Compass Group employees.

This policy is in accordance with the requirements of:

The Health and Safety at Work Act 1974  
Provision and Use of Work Equipment Regulations  
Lifting Operations, Lifting Equipment Regulations  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations  
Workplace (Health, Safety and Welfare) Regulations  
Management of Health & Safety Regulations  
Personal Protective Equipment at Work Regulations

**It is the duty of all persons, who may be concerned with Lifting Operations to:**

- **Comply with this Safety Policy**
- **Be conversant with all legislation governing the work they are called upon to undertake**

Only employees with the appropriate knowledge, skills and training will be authorised or instructed to carry out Lifting Operations. Where it is appropriate, safety training and instruction will be given. All safety devices and equipment to carry out Lifting Operations in a safe and proper manner will be provided.

## Part 2 Definitions

### 2.1 Definitions of Personnel

#### 2.1.1 Duty Holder (DH)

The Duty Holder is a person on whom the Health and Safety at Work Act and/or Lifting Operations Lifting Equipment Regulations impose a duty in connection with safety.

#### 2.1.2 Technical Authority (TA)

A person appointed, in writing by the Duty Holder to take responsibility for the creation and updating of the Compass Safety Policy for Lifting Operations and Lifting Equipment.

### **2.1.3 Operations Manager (OM)**

The Operations Manager is defined as the person in the organisation, who is accountable for the maintenance of the premises.

### **2.1.4 Co-Ordinating Authorising Engineer (CAE)**

The Co-Ordinating Authorising Engineer is appointed in writing by the Duty Holder to take responsibility for the overall management of the Safety Rules and the assignment of Authorising Engineers. The person appointed should possess the necessary degree of independence from local management to agree actions as required.

### **2.1.5 Authorising Engineer, Working at Heights (AE (LOLER))**

An Authorising Engineer is appointed in writing by the Duty Holder on the recommendation of the Co-Ordinating Authorising Engineer to take responsibility for the effective management of the Safety Rules and Procedures. The person appointed should possess the necessary degree of independence from local management to take action within this guidance.

### **2.1.6 Authorised Person, Working at Heights (AP (LOLER))**

An Authorised Person is appointed in writing by the Operations Manager on the recommendation of the Authorising Engineer in accordance with the Safety Rules and Procedures and is responsible for the implementation and operation of the Safety Rules and Procedures with regard to Lifting activities.

### **2.1.7 Authorised Signatory (AS)**

An Authorised Signatory is appointed in writing by the Duty Holder to take responsibility for the approval of the issue of an Authority to Work for low and medium risk Work Activities.

### **2.1.8 Competent Person, Working at Heights (CP (LOLER))**

A Competent Person is appointed in writing by the Operations Manager on the recommendation of an Authorised Person for defined Lifting Activities. They must possess the necessary technical knowledge, skill and experience relevant to the nature of the work to be undertaken, and be able to prevent danger or, where appropriate, injury.

### **2.1.9 Work Team**

A team of persons who, with exception of the Accompanying Safety Person, are involved in the Lifting Activity. They will have received specific training and have adequate knowledge and experience to enable them to avoid danger. They are to have been instructed on the actions to be taken to in the event of an accident.

### **2.1.10 Accompanying Safety Person (ASP)**

An Accompanying Safety Person is a person not involved in the work or test who has received training in emergency first-aid and who has adequate knowledge, experience and the ability to avoid danger, keep watch, prevent interruption, apply first aid and summon help.

The person is to be familiar with the Lifting Equipment being operated and is to have been instructed on the action to be taken in the event of an accident.

## 2.2 Definitions of Safety Documents

### 2.2.1 Permit to Work for Lifting Operations (PtW)

This is a safety document issued for “Standard” or “Complex” Lifting Operations. It is signed and issued on the authority of The Authorised Person, to the Competent Person in charge of work to be carried out. The template for the Lifting Permit is shown in Appendix 1.1.

### 2.2.2 Authority to Work (AtW)

This is a safety document, issued for “Routine” or “Basic” Lifting Operations conducted by third party contractors. It is signed and issued on the authority of The Authorised Signatory, to the Competent Person in charge of work to be carried out. The template for the Authority to Work is shown in Appendix 1.2.

## 2.3 Definitions of Safety signs

### 2.3.1 Warning Signs

These are permanent signs, (as per Appendix 2), indicating the presence of a Lifting Equipment hazard within an area.

### 2.3.2 Danger Signs

These are temporary sign(s) bearing the word DANGER and appropriate accompanying text, which are to be positioned at all approaches to the work area. Model Signs are shown in Appendix 2.

## Part 3 Responsibilities

### 3.1 General Responsibilities

#### 3.1.1 Compass Group Management

It is the responsibility of Compass Management to ensure that arrangements are in place to enable the contracts to comply with all relevant Statutes, Compass Policies and Safety Rules. Specific responsibilities with regards Lifting Operations and Equipment are outlined in Parts 3.2 and 3.3

#### 3.1.2 Staff

It is the responsibility of all employees to comply with the management arrangements put in place for statutory compliance. Only Competent Persons with a valid Certificate of Appointment, Authority to Work or Permit to Work are to carry out Lifting Operations. Specific responsibilities for Authorised and Competent Persons are outlined in Parts 3.7 and 3.9.

#### 3.1.3 Contractors Working for Compass Group

It is the responsibility of all contractors to comply with the management arrangements put in place for statutory compliance. Only contractors in possession of a valid Permit to Work and/or

Authority to Work and are to carry out Lifting Operations. Specific responsibilities with regards Lifting Operations and Equipment are outlined in Part 4.2.

## **3.2 Duty Holder (DH)**

### **3.2.1 General**

The Duty Holder is responsible for ensuring the Management Structure including the Structure including the Operations Managers and Authorising Engineers has sufficient resources and the authority necessary to ensure that all Lifting Equipment and Lifting Operations under the control of Compass Group comply with the requirements of all relevant legislation.

### **3.2.2 Appointment of The Technical Authority (TA)**

The Duty Holder is responsible for appointing in writing a Technical Authority to produce and update the Compass Lifting Operations Lifting Equipment Safety Policy and Safety Rules.

### **3.2.3 Appointment of a Co-Ordinating Authorising Engineer**

The Duty Holder is responsible for appointing in writing a Co-Ordinating Authorising Engineer to take responsibility for the overall management of the Safety Rules. The Co-Ordinating Authorising Engineer may be directly employed or sub-contractor, but in either case must be independent from the Site Management Structure.

### **3.2.4 Appointment of Authorising Engineers**

The Duty Holder is responsible for appointing in writing adequate numbers of Authorising Engineers to take responsibility for the effective management of the Safety Rules. The Authorising Engineers may be directly employed or sub-contractor, but in either case must be independent from the Site Management Structure.

### **3.2.5 Appointment of Authorised Signatories**

The Duty Holder is responsible for appointing in writing adequate numbers of Authorised Signatories to effectively implement the Authority to Work process.

## **3.3 Technical Authority (TA)**

### **3.3.1 General**

The Technical Authority is responsible for the production of the Compass Lifting Operations Lifting Equipment Safety Policy and Safety Rules

The Technical Authority is to ensure that the Compass Lifting Operations Lifting Equipment Safety Policy and Safety Rules are maintained and updated to ensure compliance with current legislation and where appropriate industry best practice.

## **3.4 Operational Management**

### **3.4.1 General**

Operational Managers have, under the requirements of the Health and Safety at Work Act 1974 and subsequent Regulations, a duty to ensure that so far as is reasonably practicable the following are adhered to:

- a) Provision of adequate information, supervision and instruction to ensure that Lifting Operations can be carried out safely.
- b) Provision of a safe place of work, including adequate working space, access and lighting.
- c) The design and purchase of new lifting equipment and extensions to existing equipment shall be carried out by persons with the appropriate technical knowledge, experience and understanding of current regulations, and the requirements of the relevant safety guidance.
- d) All items of Lifting Equipment shall be selected to take account of the environment in which they are to be installed / used.
- e) All new fixed Lifting Equipment shall be inspected and tested prior to handover or putting into service.
- f) All lifting equipment shall be clearly labelled. Such labelling to include Item Identification, Safe Working Loads, and Thorough Examination Status.
- g) All Lifting Equipment shall be periodically inspected and tested, and appropriate records maintained.
- h) All Lifting Equipment shall be maintained as appropriate to prevent danger so far as is reasonably practicable.

#### **3.4.2 Appointment of Authorised Person**

The Operational Managers are responsible for appointing in writing adequate numbers of Authorised Persons to effectively implement and operate the Safety Rules and Procedures with regard to Lifting Operations and Lifting Equipment. These appointments will be endorsed by the Authorising Engineer.

#### **3.4.3 Appointment of Competent Persons**

The Operations Manager is responsible for appointing in writing adequate numbers of Competent Persons for Lifting Operations and Lifting Equipment. These appointments will be endorsed by the Authorised Person.

### **3.5 Co-Ordinating Authorising Engineer (CAE)**

#### **3.5.1 General**

The Co-Ordinating Authorising Engineer is responsible for overall management and review of the Safety Rules. They are also responsible for ensuring that Authorising Engineers are informed of any changes in legislation or operational restrictions.



### **3.5.2 Endorsement of Authorising Engineers**

The Co-Ordinating Authorising Engineer is responsible for endorsing the appointment of Authorising Engineers to take responsibility for the effective management of the Safety Rules. The Authorising Engineers may be directly employed or sub-contractor, but in either case must be independent from the Site Management Structure.

### **3.5.3 Audit of Authorising Engineers**

The Co-Ordinating Authorising Engineer is responsible for the annual audit of all Authorising Engineers to ensure their continued suitability for the role.

## **3.6 Authorising Engineer, Lifting Operations (AE (LOLER))**

### **3.6.1 General**

The Authorising Engineer is responsible for advising and providing guidance to The Operations Manager and Authorised Persons on Lifting Safety and relevant legislation. They are also responsible for notifying the Operational Management and Authorised Persons of any defect reports or operational restrictions relating to the Lifting Equipment on site.

In the event of a Breach of the Safety Rules and Procedures; or following an incident involving any Lifting Equipment, the Authorising Engineer is responsible for assisting in any investigation.

### **3.6.2 Provision of Safety Rules and Procedures**

The Authorising Engineer is responsible for the implementation and administration of the Safety Rules and Procedures for Lifting Operations and Lifting Equipment. They shall also be responsible for agreeing, in writing any local deviation from the Safety Rules and Procedures and ensuring that any amendments are brought to the attention of The Operational Management and Authorised Persons.

### **3.6.3 Produce a Demarcation Agreement**

The Authorising Engineer is responsible for the producing, where required, a Demarcation Document that clearly outlines the extent of the Lifting Operations and Lifting Equipment for which Compass has responsibility.

### **3.6.4 Endorsement of Authorised Persons Appointments**

The Authorising Engineer is to endorse the appointment or re-appointment of Authorised Persons. This endorsement will follow an interview and assessment, following which the Authorising Engineer should be satisfied that the prospective Authorised Person meets the qualifications and requirements of The Safety Rules and Procedures.

If necessary, the Authorising Engineer may suspend, at any time, the appointment of an Authorised Person by withdrawing their Certificate of Appointment. The Authorising Engineer is to report to the Operational Management and or Duty Holder, any deficiency in the number of suitably trained and experienced Authorised Persons that significantly impairs the ability of Compass to provide a safe and effective service.

### **3.6.5 Provision of Support and Guidance to Authorised Persons**

The Authorising Engineer shall, when required, provide Guidance and Support to Authorised Persons with regards to the control of Lifting Operations and aspects of this Policy or the Safety Rules and Procedures.

### **3.6.6 Audit of Authorised Persons Appointments**

The Authorising Engineer shall audit the performance and record the operational experience of each Authorised Person at twelve monthly intervals. Following the audit, The Authorising Engineer will produce a written report highlighting any actions required.

## **3.7 Authorised Person, Lifting Operations (AP (LOLER))**

### **3.7.1 General**

The Authorised Person is responsible for advising the Operational Management on matters regarding Lifting Operations and Lifting Equipment. They are also responsible for notifying the Operational Management and Authorising Engineer of any issues with regards Lifting Operations or Lifting Equipment on site.

More than one Authorised person can be appointed for a site but, only one is to be on duty at any one time. Each transfer of responsibility between Authorised Persons is to be recorded in the Logbook. The name of the Duty Authorised Person is to be displayed at the Document Cabinet.

### **3.7.2 Implementation of Safety Rules and Procedures**

The Authorised Person is responsible for the practical implementation and operation of The Safety Rules and Procedures for the Lifting Operation and Lifting Equipment for which Compass has control of the danger and for which the Authorised Person has been appointed.

### **3.7.3 Control of Lifting Operations**

The Duty Authorised Person is responsible for controlling all “Standard” or “Complex” Lifting Operations. They will review and approve the Task Risk Assessments and Method Statements before issuing Lifting Operations Permits to Work. They are also responsible controlling access to Lifting Equipment.

### **3.7.4 Endorsement of Competent Persons Appointments**

The Authorised Person is to endorse the appointment or re-appointment of Competent Persons for the site. This endorsement will follow an interview and assessment, following which the Authorised Person should be satisfied that the prospective Competent Person meets the qualifications and requirements of The Safety Rules and Procedures.

If necessary, the Authorised Person may suspend, at any time, the appointment of a Competent Person by withdrawing their Certificate of Appointment. The Authorised Person should inform the Operational Management and Authorising Engineer of any such suspension.

### **3.7.5 Provision of Support and Guidance to Competent Persons**

The Authorised Person shall, when required, provide Guidance and Support to Competent Persons with regards to the task they are conducting or on any aspects of this Policy or the Safety Rules and Procedures.

### **3.7.6 Reporting**

The Authorised Person shall report to the Operational Management with regards to Lifting Operations and Equipment for which Compass has control of the danger and for which the Authorised Person has been appointed.

The Authorised Person shall report to the Authorising Engineer with regards to any aspect of this Policy or the Safety Rules and Procedures.

The Authorised Person shall report immediately to the Operational Management and Authorising Engineer; any issues with Lifting Operations, any defects found in the Lifting Equipment, any dangerous occurrence, any dangerous practices observed in the course of his duties and the actions they have taken.

## **3.8 Authorised Signatory (AS)**

The Authorised Signatory is responsible for the practical implementation and operation of the Compass Authority to Work Process. This may include Lifting Operations which can be authorised by the issue of an Authority to Work.

In general, the duties of the Authorised Signatory encompass the control of contractors, this applies to Lifting Operations categorised as “Routine” or “Basic”.

In operating the Authority to Work procedure for Lifting Operations the Authorised Signatory’s duties include:

- a) Be satisfied the Competent Person is clear about the work to be carried out and will provide adequate supervision.
- b) Go through Safe System of Work submitted by the Competent Person to ensure all the relevant points listed in the checklist have been adequately covered.
- c) Check that the specified precautions in the Safe System of Work are in place.
- d) Check if other “High Risk” Permits or Isolations apply e.g., service isolations or working at height.
- e) Explain to the Competent Person any other activities that may impact on the work.
- f) Ensure the Competent Person understands the emergency procedures.
- g) Issue the Authority to Work as per the procedure and follow the cancellation procedure once the work is complete.

## **3.9 Competent Person, Lifting Operations (CP (LOLER))**

### **3.9.1 General**

The Competent Person is responsible for themselves and their work team conducting their activities in a safe manner, and that they work in accordance with relevant legislation.

The duties of Competent Person authorised by the issue of a Certificate of Appointment will be limited to those duties specified on the certificate. These certificated duties do not preclude the necessity for a Permit to Work as required by the Safety Rules and Procedures.

A Competent Person authorised by the issue of an Authority to Work or Permit to Work may only undertake or supervise the work specified until the task is complete and the Competent Person has signed the clearance and the Safety Document is cancelled.

### **3.9.2 Provision of Task Risk Assessments and Method Statements**

The Competent Person or their Employer is responsible for producing Suitable and Sufficient Task Risk Assessments and Method Statements, before any task is conducted. For lifting operations other than Standard Lifts, the Method Statement will include a Lifting Plan

These Risk Assessments and Method Statements are to be reviewed by the Authorised Signatory and Authorised Person prior to any Safety Documentation being issued and the task commencing.

### **3.9.3 Compliance with The Safety Rules and Procedures**

The Competent Person is responsible for conducting their activities in accordance with the Safety Rules and Procedures. If for any reason they are unable to comply with the requirements of the Safety Rules and Procedures they are to Stop the Lifting Operation, make the Lifting Equipment safe and inform the Authorised Signatory and Authorised Person.

### **3.9.4 Reporting**

The Competent Person shall report to the Authorised Signatory and Authorised Person any changes in the task they are undertaking which requires alteration of the Task Risk Assessment or Method Statement.

The Competent Person shall report immediately to the Authorised Signatory and Authorised Person; any defects found in Working at Height Equipment, any Dangerous Occurrence, and the actions they have taken.

## **3.10 Competent Person, Insurance Inspector (CP (LOLER))**

### **3.10.1 General**

The Insurance Inspector is appointed by the Insurance Company engaged by the Operational Management. They must possess the necessary technical knowledge, skill and experience relevant to the post and be able to prevent danger or, where appropriate, injury.

### **3.10.2 Production of a Written Scheme of Examination**

The Insurance Inspector is responsible for producing the Written Scheme of Examination for the site Lifting Equipment. The Written Scheme should list all the sites Lifting Equipment which require Periodic Examination by the Insurance Inspector and the frequency and scope of such inspections.

### **3.10.3 Conducting Examinations**

The Insurance Inspector is responsible for conducting the Periodic Thorough Examinations required under The Written Scheme of Examination. Preparation or Provision of the Lifting Equipment to be inspected may be required by the Authorised Person.

### **3.10.4 Reporting**

The Insurance Inspector is responsible for producing a written report following the Thorough Examination of Lifting Equipment. The report is to outline the suitability of the equipment to remain in service, the date of the next required Periodic Inspection, any observations of note and any Supplementary Checks Required.

The Insurance Inspector should inform the Operational Management or Authorised Person immediately of any defect observed on Lifting Equipment could give rise to danger.

## **3.11 Accompanying Safety Person (ASP)**

### **3.11.1 General**

The Accompanying Safety Person is responsible for controlling the Work Area and ensuring that the Competent Person and their Work Team are not put in danger by external influences or communication.

They must be able to react to emergency situations and know what actions to take.

## **Part 4 Lifting Operations Safety Arrangements**

### **4.1 Safety Arrangements for Compass Employees**

#### **4.1.1 General**

It shall be the duty of all persons under the control of Compass to comply with this Policy and the Safety Rules and Procedures.

Only employees who are competent to do so shall carry out Lifting Operations or use Lifting Equipment.

#### **4.1.2 Hazard Identification**

The Operational Management shall identify the hazards, including Lifting Operations, under their control. These hazards are to be laid out in the Hazard and Risk Register. The latest version of this document is held in the Health and Safety Plan.

#### **4.1.3 Lifting Equipment Risk Assessments**

The Authorised Person shall produce PUWER Risk Assessments, Identifying the Hazards, Risks and Controls, for the Lifting Equipment under their control. Copies are to be held in the Operational File (LOLER).

#### **4.1.4 Lifting Equipment Method Statements**

The Authorised Person shall produce Method Statements for the Operation of the Lifting Equipment under their control. Copies are to be held in the Operational File (LOLER).

#### **4.1.5 Task Method Statement and Risk Assessments**

Task Method Statements and Risk Assessments must be produced by the Person or Organisation, including Compass personnel, carrying out the Lifting Operation. For Lifting Operations other than "Standard Lifts" the Task Method Statement is to include a Lifting Plan.

Task Method Statements and Risk Assessments for Lifting Operations are to be reviewed by the Authorised Signatory and Authorised Person (LOLER).

The Authorised Signatory and Authorised Person (LOLER) will determine the Category of Lifting Operation and the Required Safety Documentation, using the table in Appendix 3

#### **4.1.6 Permits to Work**

All Compass personnel involved in Lifting Operations or the use of Lifting Equipment, other than activities authorised under a valid Competent Persons Certificate of Appointment must be in possession of a valid Permit to Work from the Duty Authorised Person.

#### **4.1.7 Lifting Equipment**

Compass will provide all equipment required for Lifting Operations involving Compass Staff. These will either be purchased and based on site or hired as required. A list of site-based Lifting Equipment can be found in the Operational File (LOLER).

The Operational Management will ensure that all purchased Lifting Equipment is listed on a Register and the Equipment labelled appropriately.

The Operational Management will ensure that all Lifting Equipment is Thoroughly Examined by a Competent Person, Insurance Inspector at intervals outlined in the Written Scheme of Examination and the Operational File (LOLER).

Fixed Lifting Equipment is provided and inspected for the use of Compass employees and contractors following induction and instruction.

No employee shall use any Lifting Equipment unless they have been trained in its use and pre use inspection.

## **4.2 Safety Arrangements for Contractors**

### **4.2.1 General**

All contractors working under the control of Compass are to comply with this Policy and the Safety Rules and Procedures.

Only contractor's employees who are competent to do so, shall carry out Lifting Operations or use Lifting Equipment. Competency of the attending operatives should be confirmed by provision of supporting documentation and licences from their employer or by utilising "Reset".

### **4.2.2 Task Risk Assessments**

Contractors engaged by Compass are to produce a Task Risk Assessment, identifying the Hazards, Risks and Controls to be in place for the task to be completed safely. This Risk

Assessment is to be submitted to the Authorised Signatory and Authorised Person for review prior to the planned start of the works.

#### **4.2.3 Task Method Statements**

Contractors engaged by Compass are to produce a Task Method Statement outlining the procedure to be followed to complete the task safely. For Lifting Operations other than “Standard Lifts” the Task Method Statement is to include a Lifting Plan. This Method Statement is to be submitted to the Authorised Signatory and Authorised Person for review prior to the planned start of the works.

Task Method Statements and Risk Assessments for Lifting Operations are to be reviewed by the Authorised Signatory and Authorised Person (LOLER).

The Authorised Signatory and Authorised Person (LOLER) will determine the Category of Living Operation and the Required Safety Documentation, using the table in Appendix 3

#### **4.2.4 Authority to Work**

All Contractors carry out “Routine” or “Basic” Lifting Operations or using Lifting Equipment must be possession of a valid Authority to Work from the Authorised Signatory. For Lifting Operations other than “Routine” or “Basic” a Permit to Work will also be required.

#### **4.2.5 Permit to Work**

All Contractors carrying out “Standard or Complex Lifts” must be possession of a valid Permit to Work from the Duty Authorised Person.

#### **4.2.6 Lifting Equipment**

Contractors are to provide all portable Lifting Equipment required for the task for which they have been engaged. This equipment will be visually inspected by the Authorised Signatory and / or Authorised Person prior to their use on site.

Fixed Access Equipment controlled by Compass is available to be used by contractors engaged for works on site. The inspection records and certificates for this equipment will be made available to the Contractor. The Contractor is responsible for carrying out a Pre-Use Inspection.

## **Part 5 Lifting Operations.**

### **5.1 Control of Lifting Operations**

#### **5.1.1 General**

Maintenance and Engineering works can involve the use of Lifting Equipment. When these activities are carried out there is the risk of Falling Objects, Equipment Collapse or Overturning. This could result in the serious injury to people and or damage to property and the environment. It is therefore necessary to have in place a control procedure to reduce the risks associated with Lifting Operations to an acceptable level.

#### **5.1.2 Procedure for carrying out Lifting Operations.**

Lifting Operations should only be carried out if alternative methods are not considered practical. When it is agreed with the Authorised Person that Lifting Operation is the only viable methodology then the following procedure should be followed.

- a) Only suppliers listed on the Compass Approved Vendor List for lifting operations should be engaged to complete lifting Operations. Where the lifting Operation is Sub-Contracted the Operational Management should ensure that the contracted organisation holds all the required accreditations and insurances.
- b) A Risk Assessment and Method Statement clearly defining the steps to carry out the Lifting Operation must be produced by the Person or Organisation completing the task. For lifting operations other than Standard Lifts, the Method Statement will include a Lifting Plan.
- c) The Authorised Person and /or Authorised Signatory must review the Method Statement and Risk Assessment.
- d) The Authorised Person and Authorised Signatory will determine the Risk Category of the Lifting Operation and the Safety Documentation required to authorise the Lifting Operation.
- e) Work Team will be site inducted.
- f) Authorised Signatory will issue the Authority to Work to allow setting up of Work Area Controls for “Basic” Lifting Operations.
- g) The Competent Person will set up the Work Area Controls including Danger Signage at all approaches to the Work Area.
- h) The Authorised Person and /or Authorised Signatory will visually inspect the Lifting Equipment and check Thorough Examination dates and Operator Licences.
- i) The Authorised Person and /or Authorised Signatory will conduct the Pre Lift-Checks which include the confirmation of the Work Area Controls, Isolations, Communications and Emergency Arrangements.
- j) The Authorised Person will issue the Permit to Work for “Standard” or “Complex” Lifting Operations.
- k) An Accompanying Safety Person should be present during the Lift to monitor any hazardous conditions which may arise. The Competent Person can now carry out the Lifting Operations adhering to the Safety Documentation.
- l) The Competent Person shall report to the Authorised Person any changes in the task they are undertaking which requires alteration of the Task Risk Assessment or Method Statement.
- m) If it is necessary to suspend the Lifting Operations for any reason the work area must be left safe
- n) On successful completion of the works the area should be made safe and Lifting Equipment Stowed.



- o) The work area should then be cleared and the Permit and/or Authority to Work signed off by the Authorised Person at the point of work.

## Part 6 Training & Competency

### 6.1 General

All Persons conducting or overseeing Lifting Operations controlled by Compass Group will be suitably trained to conduct their role safely. The following table provides a guide as to the standards of training required for various categories of Lifting Operations.

A1, A2, B1, B2 Hoists	Demonstrated understanding of the relevant WSMS Safety Task Card, Method Statement or Standard Operating Procedure and Task Risk Assessment.
A3 and B3 Hoists	1 Day CPCS Hoist training course (A20) Training or Equivalent
C1 and C2 Gin Wheels	Demonstrated understanding of the Lifting Equipment Operation, relevant WSMS Safety Task Card, Method Statement or Standard Operating Procedure and Task Risk Assessment.
D1 and D2 Jacks	Demonstrated understanding of the Lifting Equipment Operation, relevant WSMS Safety Task Card, Method Statement or Standard Operating Procedure and Task Risk Assessment.
E1 and E2 Palette Trucks	Demonstrated understanding of the Lifting Equipment Operation, relevant WSMS Safety Task Card, Method Statement or Standard Operating Procedure and Task Risk Assessment.
F1, F2 and F3 Block and Tackle	1 Day Safe Use of Hoists Training Course
G1 and G2 Lifting Tables	Demonstrated understanding of the Lifting Equipment Operation, relevant WSMS Safety Task Card, Method Statement or Standard Operating Procedure and Task Risk Assessment.
H1 and H2 Dock Levellers	Demonstrated understanding of the Lifting Equipment Operation, relevant WSMS Safety Task Card, Method Statement or Standard Operating Procedure and Task Risk Assessment.
I1 and I2 Vehicle Tail Lifts	Demonstrated understanding of the Lifting Equipment Operation, relevant WSMS Safety Task Card, Method Statement or Standard Operating Procedure and Task Risk Assessment.
J1 and J2 Stackers	2 Day A4 Rider Stacker Trucks or A5 Pedestrian Stacker Trucks Training or Equivalent

K1, K2 and K3 Forklift or Telehandler	5 Day RTITB or CPCS Accredited Training Course for the appropriate Fork Truck or Telehandler Type
L1, L2, L3, M2 and M3 Chain Blocks	1 Day Safe Use of Hoists Training Course
N2 Workshop Crane	1 Day Counterbalance Floor Crane Training Course
O3, O4, P3, P4, Q3, Q4, R3, R4, S3, S4, T3 and T4 Cranes	CPCS Vehicle Mounted, Gantry (64), Wheelmount (A60), Crawler (A02), Tower (A04) Crane Operator Training Course of Equivalent. RTITB Pedestal Crane Training Course
U4 Air Lift	CAA Helicopter Pilots Licence ASCO Helicopter Lifting Operations Training Course or Equivalent

## Part 7 Monitoring and review of the Lifting Operations and Lifting Equipment Safety Policy

### 7.1 Authorising Engineers Audit of Authorised Persons and Safe Systems

Following acceptance and sign off this safety policy and appointment of an Authorising Engineer and Authorised Person the Authorising Engineer must carry out a compliance audit.

The Audit will cover the following areas:

- Appointed Authorised Persons
- Appointed Competent Persons
- Logbook
- Operational File
- Completed Safety Documentation
- Compliance with the Safety Rules and Procedures
- Lifting Equipment and Accessories
- Inspection Record
- Key Control

The Authorising Engineer shall produce a report following the audit, highlighting any deficiencies and outlining an action plan. Any urgent deficiencies may be enforced with either a Practice Enforcement Notice or Suspension Notice.

These audits are to be repeated no less that every 12 Months.

## **APPENDICES**

### **Appendix 1 Permits**

- A1.1 Lifting Operations Permit Template**
- A1.2 Authority to Work Template**

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### **Appendix 4 General Definitions**

# Appendix 1 Permits

## A1.1 Lifting Operations Permit Template

Permit to Work No

**PERMIT TO WORK FOR LIFTING OPERATIONS**

Site: \_\_\_\_\_ Location: \_\_\_\_\_

Appointed Person: \_\_\_\_\_ LIFT Supervisor: \_\_\_\_\_

Operator(s): \_\_\_\_\_

Slinger/Signaller(s): \_\_\_\_\_

Lift Classification:

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**1. ISSUE:** Issued to \_\_\_\_\_ Employed by \_\_\_\_\_

I hereby declare that the following Lifting Operation is authorised: \_\_\_\_\_

Lifting Equipment Details: \_\_\_\_\_ Counterweight: \_\_\_\_\_ Lifting Radius: \_\_\_\_\_ S.W.L.: \_\_\_\_\_

Lifting Accessory Details: \_\_\_\_\_ S.W.L.(s): \_\_\_\_\_

Lifting Equipment Position: \_\_\_\_\_

Method of Load Attachment: \_\_\_\_\_

Set Down Location: \_\_\_\_\_

Weather Parameters: \_\_\_\_\_

Method of Communication: \_\_\_\_\_

Method of Work Area Control: \_\_\_\_\_

Emergency / Rescue Arrangements: \_\_\_\_\_

No other operations to be carried out under this Permit to Work

Signed \_\_\_\_\_ Name \_\_\_\_\_ Capital \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Duty Authorized Person (LOLER)

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**2. RECEIPT:** I hereby declare that I accept responsibility for overseeing Lifting Operations as detailed on this Permit and that no attempt will be made by me, or any person under my control, to carry out any other works.

Signed \_\_\_\_\_ Name \_\_\_\_\_ Capital \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Competent Person

Note: Once Issued and Received this document must remain under the control of the Competent Person until all operations are completed. It must then be cleaned and returned to the Authorised Person \* Delete as appropriate

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**3. CLEARANCE:** This is to certify that the Lifting Operations above have been "Completed / Stopped and that all persons under my control have been withdrawn and warned that the operation is complete, and that all personnel, tools and equipment used have been cleared. \* Delete as appropriate

Signed \_\_\_\_\_ Name \_\_\_\_\_ Capital \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Competent Person

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**4. CANCELLATION:** I have checked the work area and " I am / " I am not satisfied that the Lifting Operations have been completed satisfactorily. This Permit to Work is hereby Cancelled \* Delete as appropriate

Signed \_\_\_\_\_ Name \_\_\_\_\_ Capital \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Schematic Diagram: Detailing Points of Work, Isolation and Purging, Methods of Access / Egress and Ventilation.

Description / Notes

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Pre-Lift Capacity Checks

Equipment Configuration SWL	Working Load			SML Utilisation %
	Load	Lifting Accessories	Total	

Pre-Lift Checks (Circle)

Equipment Inspection	Y / N	Accessory Inspections	Y / N	Ground Loading	Y / N / NA
Set Down Capacity	Y / N	Work Area Controls	Y / N	Overhead Obstructions	Y / N
Communications	Y / N	Weather Monitoring	Y / N / NA	PPE RPE	Y / N

Signed \_\_\_\_\_ Name \_\_\_\_\_ Capital \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Duty Authorized Person (LOLER)

Signed \_\_\_\_\_ Name \_\_\_\_\_ Capital \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Competent Person

## A1.2 Authority to Work Template

LOLER Safety Policy

### Authority to Work

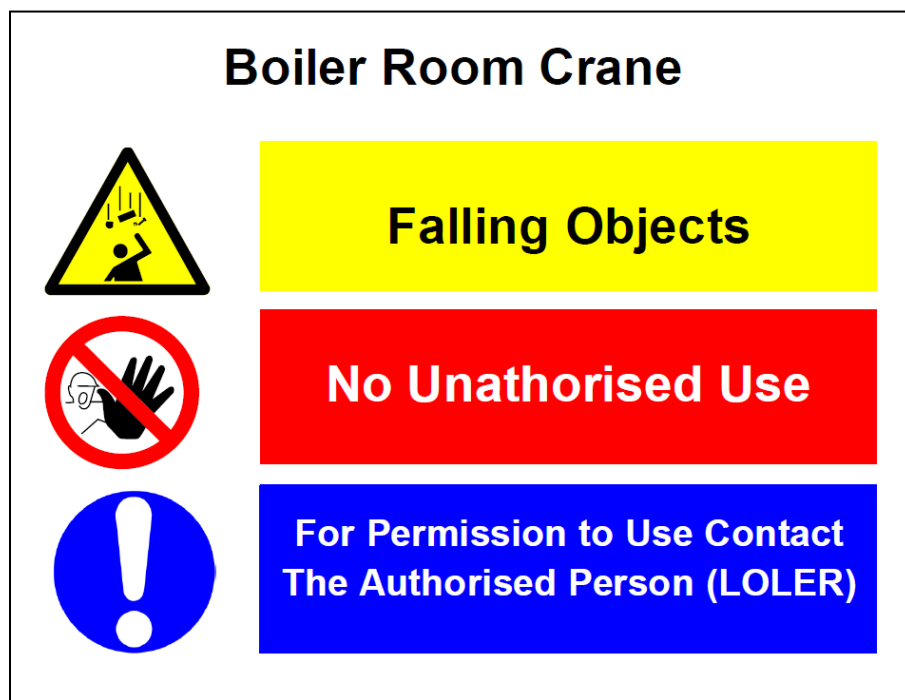
**SAFETY FIRST**  
In everything we do

Date	Name	Contact Number	Company Name	Site Pass Issued	Pass Number
				(Yes) (No)	
Valid for above date only		Specific details of work to be carried out:			
Site Induction/Orientation Complete	(Yes) (No)	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%; border: 1px solid black; padding: 2px;"> <p style="font-size: x-small;">Time In</p> <p style="font-size: x-small;">Contractor/Vendor Signature (on receipt and acceptance)</p> </div> <div style="width: 45%; border: 1px solid black; padding: 2px;"> <p style="font-size: x-small;">Time Out</p> <p style="font-size: x-small;">Contractor/Vendor Signature (on receipt and cancellation)</p> </div> </div>			
Safe System of Work	(Yes)				

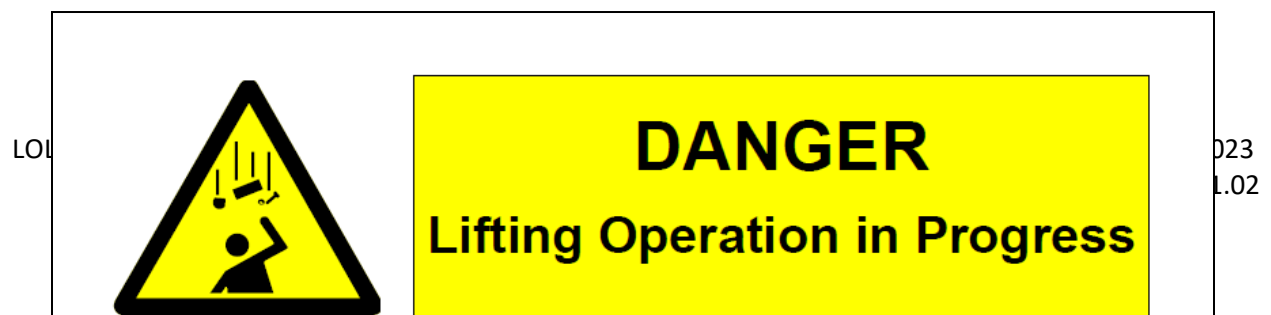
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## Appendix 2 Signs

### A2.1 Model Lifting Equipment Warning Sign



### A2.2 Model Lifting Operation Danger Sign



### Appendix 3 Lifting Operations Categorisation

Lifting Equipment Type		Lifting Operations Category*			
		(1) Routine	(2) Basic	(3) Standard	(4) Complex
A	Hoists (Fixed)				
B	Hoists (Mobile)				
C	Gin Wheels				
D	Palette Trucks				
E	Jacks (Screw or Hydraulic)				
F	Block and Tackle				
G	Lifting Tables				
H	Dock Levellers				
I	Vehicle Tail Lift				
J	Stacker (Electric or Hydraulic)				
K	Forklift or Telehandler				
L	Chain Block (Fixed)				
M	Chain Block (Running)				
N	Crane (Workshop)				
O	Crane (Vehicle Mounted)				
P	Crane (Gantry)				
Q	Crane (Wheelmount)				
R	Crane (Crawler)				

S	Crane (Pedestal)				
T	Crane (Tower)				
U	Air Lift				

Categorisation	Safety Documentation
A1, B1, C1, D1, E1, F1 and G1	Authority to Work or Level 1 Competent Person
H1, I1, J1, K1 and L1	Authority to Work or Level 2 Competent Person
A2, B2, C2, D2, E2, F2, G2, H2, I2, J2, K2, L2, M2 and N2	Authority to Work or Level 3 Competent Person
A3, B3, F3, J3, K3, L3, M3, O3, P3, Q3, R3, S3, T3, O4, P4, Q4, R4, S4, T4 and U4	Permit to Work
M1, N1, O1, P1, Q1, R1, S1, T1, U1, O2, P2, Q2, R2, S2, T2, U2, C3, D3, E3, G3, H3, I3, N3, U3, A4, B4, C4, D4, E4, F4, H4, I4, J4, K4, L4, M4 and N4	Not usually applicable. Contact Authorising Engineer

\* Definitions of Lifting Operation Categories can be found in Appendix 4

## Appendix 4 General Definitions

### Audit

The structured process of collecting independent information on the efficiency, effectiveness, and reliability of the safe system of work, and drawing up plans for corrective action (“Independent” does not necessarily mean external to the organisation.)

### Dangerous Condition

A condition that is likely to lead to a dangerous occurrence.

### Dangerous Occurrence

An incident which may be dangerous to any person, whether an accident has occurred or not.

### Examination (Thorough)

An examination conducted by the Competent Person, Insurance Inspector to ensure the Lifting Equipment, Accessory of Fixings remain safe and compliant with the Lifting Operations Lifting Equipment Regulations.

### Hazard

An act or circumstances that could result in the possibility of harm to persons or property.

### Injury

Death or personal harm to persons.

### Inspection

Checks carried out on Lifting Equipment to ensure they are safe to use. These may be “Pre-Use” checks by the person using the equipment, or formal recorded checks carried out by a person competent to do so.

### Inspection Record

A document where all Examinations and Formal Inspections of Lifting Equipment and Accessories are recorded.

## **Lifting Accessories**

Items used to secure the load to the piece of Lifting Equipment or the Lifting Equipment such as Shackles, Eyebolts and Slings

### **Shackle**

A metal link, usually U-shaped and closed by a bolt, used to attach Lifting Equipment or Accessories to a Load.

### **Sling**

A flexible Strap, Chain or Rope used in the form of a loop to lift, lower or support a Load.

### **Spreader (Beam or Bars)**

Devices used when lifting loads that are not evenly distributed. They spread the weight of the load over a wider area to stress on the Lifting Equipment, Accessories and Load. They can also be used to reduce tipping or swaying.

### **Spreader (Chains)**

Devices used to provide two or more balanced load attachment points from a single Hook or Shackle

## **Lifting Equipment**

Any Equipment either, Mobile or Fixed, which is used to for raising, lowering, or relocating loads and includes its attachments used for anchoring, tying, fixing or supporting it.

### **Beam**

A sturdy piece metal either fixed to the building structure or mobile used as a support for Lifting Equipment.

### **Crane**

A machine used to relocate equipment and materials both vertically and horizontally, utilising a Boom or Beam, Hydraulics, Winch, Wire Ropes or Chains, Sheaves, and Hooks or Shackles.

### **Eye Bolt**

A bolt or bar with a ring at the end. These can be fitted to a Lifting Beam or building fabric to form an anchorage for attaching a Hoist or Pulley, or fitted to the load as a Lifting Accessory

### **Gin Wheel (Scaffold Pully)**

A simple Hoisting Device consisting of a long rope running up around a pulley. Often used for material handling on Scaffolds.

### **Hoist**

A machine used to raise and lower equipment or materials utilising a Boom or Beam, Winch, Wire Ropes, Chains or Hydraulics.

### **Pulley**

See Sheave

### **Running Block**



A carriage fitted to a Beam or Runway Beam used to attach a Hoist or other Lifting Equipment which allows the Lifting Equipment and Load to be moved horizontally along the Line of the Beam.

**Runway Beam**

A fixed Beam of extended length along which a Running Block travels.

**Sheave**

A wheel with a grooved and/or serrated rim, around which a rope or chain passes. Designed to change the direction of a force applied.

**Lifting Operations**

Operations concerned with the Lifting, Lowering or Repositioning of a load using mechanical equipment. Such operations are categorised dependent on the type of Lifting Equipment to be utilised, the nature of the Load and the complexity of the Lift. The Compass Categories are outlined below:

**Routine**

A Lifting Operation which involves the use of simple Lifting Equipment, which is carried out on a regular basis and only involves one source of lifting energy. Although such operations must be planned, the Lifting Plan (Routine) will usually be in the form of a Task Card, Method Statement or Standard Operating Procedure (SOP).

**Basic Lift**

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

**Standard Lift**

A lifting operation where the weight of the load(s) can be simply established, can be attached using fixed lifting points or lifting frames, but where there are hazards or obstructions within the area of the operation.

**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.

**Lifting Plan**

A Written Plan as to how Lifting Operations will be conducted safely. It is to cover the Load to be lifted, the position of the Load before and after the Lifting Operation, the personnel involved, the environment in which the Lifting Operation is to be conducted and the Lifting Equipment and Accessories to be used.

**Load**

The Materials or Equipment that require Raising, Lowering or Repositioning.

**Risk**

The relationship between the likelihood of a fall hazard causing a person to slip, trip or fall from a surface and the severity of the potential injury.

**Risk Assessment**

The analysis of the risks to health and safety inherent in a system and their significance in a particular context.

**Safe Working Load (SWL)**

The load that a piece of Lifting Equipment, or Accessory can safely lift, suspend, or lower without the risk of collapse or overturning.

**Slinging**

Method of attaching the Load to the Lifting Equipment with Slings or Straps so that it hangs in a particular aspect or position.

**Written Scheme of Examination**

A schedule, produced by the Competent Person, Insurance Inspector, of Thorough Examinations required to ensure Lifting Equipment, Accessory of Fixings remain safe and compliant with the Lifting Operations Lifting Equipment Regulations.