

**HERTFORDSHIRE COUNTY COUNCIL**  
**SECTION 178 HIGHWAYS ACT 1980**

THIS AGREEMENT dated 26 day of March 2021

IS MADE BETWEEN

- (1) **HERTFORDSHIRE COUNTY COUNCIL** County Hall Pegs Lane Hertford SG13 8DE ("the County Council") and
- (2) **WELWYN HATFIELD BOROUGH COUNCIL** of Council Offices, The Campus, Welwyn Garden City, AL8 6AE ("the Developer")
- (3) **R G CARTER CAMBRIDGE LIMITED** (Co. Regn. No 03879910) having its registered address at 9-11 High Road, Drayton, Norwich, Norfolk NR8 6AH ("the Contractor")

WHEREAS

- (1) The County Council is the local highway authority for the purposes of the Highways Act 1980 for the area in which the property is situated
- (2) The Developer is the registered freehold owner of the Developer's Site
- (3) The Developer desires to conduct Building Works requiring the oversail of the Highway with a Crane to the extent shown with a black outer line on the Drawing and has applied to the County Council for a licence pursuant to Section 178 of the Act to allow the jib and counterweight of the Crane to oversail the Highway
- (4) In connection with the Building Works the Contractor proposes to erect, operate, maintain and dismantle the Crane on the Site
- (5) The County Council being satisfied that the Application may be granted pursuant to section 178 of the Act has agreed to grant a licence to the Developer on the terms conditions and stipulations hereinafter appearing

## **IT IS HEREBY AGREED**

### **1. DEFINITIONS AND INTERPRETATIONS**

#### **1.1 In this Agreement the following words and expressions have the following meanings**

“the Act” means the Highways Act 1980 or any statutory modification replacement or re-enactment thereof;

“the Application” means an application by the Developer for a licence pursuant to Section 178 of the Act received by the County Council on 29 September 2020

“Building Works” means the works of development to be carried out at the Site and pursuant to planning permission reference 6/2019/2086/MAJ issued by Welwyn Hatfield Borough Council;

“Crane” means the tower crane details of which are set out in Schedule 1;

“the Contractor” means the Developer’s appointed operators of the Crane

“the Director” means the County Council’s Director of Environment and Infrastructure for the time being and his officers and agents;

“Drawing” means the drawings annexed at Schedule 2;

“the Highway” means those parts of the highway maintainable at public expense shown coloured light blue and orange on the Drawing;

“Licence”	means the licence granted by the County Council contained in Clause 2.4;
“Method Statement”	means a method statement and risk assessment attached at Schedule 3 detailing the proposed erection, operation and dismantling of the Crane which may consist of a number of documents;
“Site”	means the land known as Land on the east side of Bishops Rise, Hatfield and registered at the Land Registry under title number HD523320 and edged red on the Drawing for identification purposes only;
“Termination Date”	means the earlier of (a) 30 April 2022 or (b) the date when the Crane is dismantled;
“Turning Circle”	means the maximum radius of the jib of the Crane as shown edged black on the Drawing;
“Working Day”	means any day of the week other than a Saturday, Sunday or a Bank or other Public Holiday in England;
"the Works"	means the Building Works on land known as Land on the east side of Bishops Rise, Hatfield together with Lifting of various materials as outlined in the Lifting Management Plan in the application.

## 1.2 In this Agreement:

- 1.2.1 the headings to the clauses, schedules and paragraphs of this Agreement shall not affect the interpretation and a reference to a numbered clause is a reference to that numbered clause in this Agreement;

- 1.2.2 words of the masculine gender shall incorporate the feminine and neuter genders and words of the singular shall include the plural and vice versa;
- 1.2.3 the reference to any statute or section of a statute includes any modification extension or re-enactment of that Act for the time being in force and shall include all instruments orders plans regulations permissions and directions for the time being made issued or given under that Act or deriving validity from it;
- 1.2.4 any reference to a clause, a paragraph or a schedule is unless the context otherwise requires a reference to a clause, a paragraph or a schedule of this Agreement and any reference to a sub clause is a reference to a sub clause of the clause in which the reference appears;
- 1.2.5 where two or more people form a party to this Agreement the obligations they undertake may be enforced against them all jointly or against each of them individually.
- 1.2.6 reference to the Site includes any part of it;
- 1.2.7 any covenant by the Developer and/or the Contractor not to do any act or thing includes a covenant not to permit or allow the doing of that act or thing.

## **2. EFFECT OF THIS AGREEMENT**

- 2.1 This Agreement is made pursuant to Section 178 of the Act and Section 111 of Local Government Act 1972 and Section 1 of Localism Act 2011 and all other powers enabling the County Council thereunto

- 2.2 This Licence is issued by the County Council under Section 178 of the Act subject to the terms and conditions contained herein and the Developer hereby accepts the Licence subject to such terms and conditions
- 2.3 It is hereby agreed and declared that nothing herein contained shall be deemed to be a Licence or approval of the County Council in any capacity other than as Highway Authority for the areas in which the Works are situated and any Licences or permissions on the part of the County Council herein provided shall not be deemed to imply in any manner whatsoever Licence to oversail any land or airspace which is not in the control of the County Council
- 2.4 The County Council hereby grants the Developer a licence to permit the jib and the counterweight of the Crane to travel over that part of the Highway which is within the Turning Circle
- 2.5 The Licence is exercisable only for the purpose of facilitating the carrying out of the Building Works and is subject to the following provisions of this Agreement

### **3. COVENANTS BY THE CONTRACTOR**

- 3.1 The Contractor warrants that all necessary consents have been, or shall be, obtained for the erection and use of the Crane in the carrying out of the Building Works and acknowledge that this Agreement is only consent from the County Council as local highway authority for Hertfordshire to oversail the Highway and for no other purpose.
- 3.2 The Contractor covenants that it shall provide to the County Council for its approval prior to the erection of the Crane a reasonable and appropriate Method Statement for the erection and operation of the Crane and prior to dismantling of the Crane a reasonable and appropriate Method Statement for the dismantling of the Crane

- 3.3 The Contractor further covenants with the County Council that it will comply with the Method Statement for the erection and operation of the Crane and shall also comply with the Method Statement for the dismantling of the Crane and undertakes that until the Crane is removed from the Site:
- 3.3.1 The Crane shall be kept in good working order and condition and properly overhauled;
- 3.3.2 The Crane shall be inspected regularly and in any event not less than once a month by a competent and adequately qualified engineer and any recommendations by the engineer to carry out any repairs or maintenance or to remedy any defects so as to put and keep the Crane in a safe order and condition shall be carried out without delay. If requested by the County Council the Contractor shall supply without charge copies of all or any reports of such inspections with confirmation from the engineer that his recommendations have been satisfactorily implemented;
- 3.3.3 The County Council may at any time instruct an independent engineer to inspect the Crane and sufficient reasonable access shall be given to the Crane and the Site for such inspection;
- 3.3.4 All proper safety precautions shall be taken in the transport, erection, operation, maintenance and dismantling of the Crane which includes the provision of signs and guards in accordance with the Department of Transport Traffic Signs Manual Chapter 8;
- 3.3.5 All safety and warning devices in on or relating to the Crane shall function properly;
- 3.3.6 The Crane shall not be used for any load too large or too heavy for it to be safely carried and shall not in any other way be made unstable;

- 3.3.7 All persons using the Crane shall be competent in its operation;
- 3.3.8 The Crane shall be transported, erected, operated, maintained and dismantled in accordance with all legal requirements and the requirements of all competent authorities;
- 3.3.9 The Crane shall not be erected and/or dismantled until the County Council has approved any traffic management including traffic regulation orders that maybe required by the County Council for the safe erection and/or dismantling of the Crane (as the case maybe)
- 3.3.10 All reasonable and practical procedures shall be taken by the Contractor to reduce and where appropriate prevent any nuisance, danger or annoyance (including interference with any radio, television or other transmission signals) being occasioned to the County Council or to any member of the public by the transportation, erection, operation, maintenance or dismantling of the Crane. If required by the County Council the Contractor shall take all reasonable steps (including the re-siting of the Crane, the suppression of electrical interference by the Crane and the fitting of any temporary devices to preserve the quality of electronic reception in the Highway) to prevent interference by the Crane with the transmission or reception of electronic communications to from or within the Highway;
- 3.3.11 The County Council shall be kept informed of the names and mobile and business telephone numbers of the foreman and the site manager engaged in relation to the Building Works.
- 3.4 In the event of any damage to the Highway or any highway structure or item of street furniture caused by the Contractor or his employees and/or agents the County Council shall be entitled to immediately repair or rectify such damage and recover the costs of such works properly and

reasonably incurred by the County Council from the Contractor as a debt recoverable by action.

3.5 The Contractor shall indemnify the County Council against any expense, liability, loss, claim or proceedings (including liability to any agent, employee or contractor of the County Council and any person in, on or entering or leaving the Highway) in any way caused by or directly or indirectly arising from the transportation, erection, operation, maintenance or dismantling of the Crane or any part of it or any equipment connected with it or anything being carried by it or falling from it;

- 3.6
- (a) The Contractor shall effect and keep effected such public liability insurance as is necessary to cover all claims and liabilities against which the Contractor is obliged to indemnify the County Council pursuant to this Agreement
  - (b) The insurance shall be in the sum of £10,000,000 for each incident or series of incidents consequent upon one original cause per policy year or such other sum as the County Council may from time to time reasonably stipulate;
  - (c) Such insurance shall be effected in some insurance office or with underwriters approved by the County Council;
  - (d) It shall be a term and condition of such insurance that (except as provided by clause 3.6(e) below) the insurer will not cancel the policy or allow the same to lapse unless the insurer shall have given to the County Council at least 90 days' notice in that behalf
  - (e) It shall be a term and condition of such insurance that in the event of the insurer voiding the policy on the grounds of non-



disclosure or misrepresentation the insurer will immediately notify the County Council in writing of the happening of such event and in the event of the insurer proposing to cancel the policy on the grounds of non-payment of premium the insurer will give at least seven days prior notice in writing to the County Council of its intention to cancel the policy

- (f) The Contractor shall upon request produce to the County Council satisfactory documentary evidence that such insurance is properly effected and kept effected.

#### **4. COVENANTS BY THE DEVELOPER**

- 4.1.1 The Developer shall pay all legal fees, surveyors' fees and all other fees, costs, charges and expenses (together with Value Added Tax, if payable) reasonably incurred by the County Council arising out of or in connection with the grant and continuance of this Agreement

#### **5. Highway Safety**

- 5.1 Nothing in this Agreement shall authorise any interference with the passing or repassing of persons or vehicles lawfully using the Highway

#### **6. Damage to the Highway**

In the event of any damage to the Highway or any highway structure or item of street furniture caused by the Contractor the costs of such works properly and reasonably incurred by the County Council shall be paid by the Developer and at the County Council's discretion shall be registered as a charge against the Site if the same shall remain unpaid

## **7. Statutory Undertakers**

- 7.1 The Developer shall arrange for and pay the cost of any alterations to the apparatus of Statutory Undertakers Public Utilities and Operators of a Telecommunication Code System necessitated by the Works and shall indemnify the Council against any claim by such a body in respect of any such damage
- 7.2 Nothing in this Agreement shall affect the rights of any Statutory Undertaker Public Utility or Operator of a Telecommunications Code System

## **8. Insurance**

The Contractor covenants to obtain and maintain or shall procure that there is obtained and maintained in force during the continuance of this Licence insurance against all the risks mentioned in Clause 3.6 at the Contractor's expense above with an Insurer of repute and the cover afforded by such insurance shall be in the sum of not less than ten million pounds (£10,000,000) in respect of any one claim

## **9. Breach of Obligations**

- 9.1 Without prejudice to other remedies available to the County Council if at any time during the continuance of this Agreement the Contractor shall be in breach of any term or condition hereof the County Council shall give written notice to the Contractor specifying the breach and requiring its remedy within five working days (or such other period as the County Council considers in its absolute discretion to be appropriate) (the "Notice Period")
- 9.2 In the event of the Contractor fails to remedy the breach or breaches within the Notice Period to the reasonable satisfaction of the County Council then the County Council may at its election either:
- 9.2.1 Terminate the Agreement in accordance with Clause 11.1; or

9.2.2 Undertake such works as appear to it to be expedient to ensure the Contractor's compliance with this Agreement and the costs reasonably incurred by the County Council in undertaking any such works shall be paid to the County Council by the Contractor on demand and such costs shall be registered as a charge against the Site if the same shall remain unpaid.

9.3 Notwithstanding 9.1 and 9.2 above, the County Council reserves the right to amend or terminate this Agreement at any time without notice to the Contractor if in the reasonable opinion of the County Council all or part of the Crane is in such a condition and/or position to obstruct or cause a nuisance to the public's use and enjoyment of the highway or is rendered dangerous and if urgent work is required to obviate such obstruction or danger and/or any other circumstances arise such that the County Council reasonably considers it necessary as a matter of urgency to carry out work or take other steps then in any such case (regardless of whether or not the Contractor is in the opinion of the County Council in breach of any provision of this Agreement) the County Council without giving any such advance notice as aforementioned (but nevertheless giving notice as soon as reasonably possible) may itself carry out such work or take such steps and the costs reasonably incurred by the County Council in undertaking any such works or taking such steps shall be paid to the County Council by the Contractor on demand.

## **10. ASSIGNMENT**

The Licence is personal to the Contractor and the Contractor must not assign, charge or sub-license the whole or any part of this Agreement.

## **11. TERMINATION**

11.1 The County Council may by notice in writing served on the Contractor terminate this Agreement if:

11.1.1 the Contractor fails to remedy any breaches of this Licence

within the Notice Period referred to in clause 9.1,

11.1.2 the Contractor shall be wound up or shall enter into liquidation otherwise than for the purpose of a reconstruction or amalgamation or make any arrangement with its creditors or if a receiver shall be appointed in respect of the whole or any part of the Contractor's assets,

11.1.3 the County Council become aware that the Contractor has ceased to use or has abandoned the Crane or intends to do so.

11.2 Unless otherwise terminated earlier under clause 11.1, the Agreement shall terminate on the Termination Date.

## 12 NOTICE

12.1 Any notice or other document to be served under this Agreement shall be sufficiently served:

- (a) upon the County Council if delivered to Hertfordshire County Council, County Hall, Pegs Lane, Hertford addressed to Muthiah Gunarajah (ref: 15533)
- (b) upon the Developer if delivered at or posted addressed to The Head of Law and Administration Council Offices, The Campus, Welwyn Garden City, AL8 6AE
- (c) upon the Contractor if delivered at or posted addressed to the secretary of the Contractor at the Contractor's registered office from time to time

12.2 Service by post shall be effected by properly addressing pre-paying and sending the notice or other document by registered post or by the Recorded Delivery service and shall be deemed to have been effected at the time at which the letter would be delivered in the ordinary course of such post.

**13. Contracts (Rights of Third Parties) Act 1999**

It is hereby agreed and declared that unless specifically agreed the Contracts (Rights of Third Parties) Act 1999 shall not apply to this Agreement and notwithstanding the provisions of the said Act of 1999 nothing in this Agreement confers or purports to confer any right to enforce any of the terms and provisions herein on any person who is not a party hereto

**14. MISCELLANEOUS PROVISIONS**

14.1 Insofar as any clause or clauses of this Agreement are found (for whatever reason) to be invalid illegal or unenforceable then such invalidity illegality or unenforceability shall not affect the validity or enforceability of the remaining provision of this Agreement.

14.2 No waiver whether express or implied by the County Council of any breach or default by the Contractor in performing or observing any of the covenants contained herein shall constitute a continuing waiver and no such waiver shall prevent the County Council from enforcing the relevant obligations or from acting upon any subsequent breach or default

14.3 Where the approval, consent, expression of satisfaction, agreement, confirmation or certification of the County Council or any officer of the County Council is required for any purpose under or in connection with the terms of this Agreement such approval, consent, expression of satisfaction,

agreement, confirmation, or certification shall not be unreasonably withheld or delayed

## **15. LAW AND JURISDICTION**

15.1 This Agreement is governed by and interpreted in accordance with the law of England and Wales and the parties agree to submit to the exclusive jurisdiction of the Courts of England and Wales

## **16. Headings**

The headings in this Agreement are for convenience only and shall not be taken into account in the construction and interpretation of this Agreement

## **SCHEDULE 1**

### **Crane**

Tower Crane (TC1)



**Note:** Zoning arrangements are in place to prevent any over sailing of the cranes or their loads of surrounding properties.

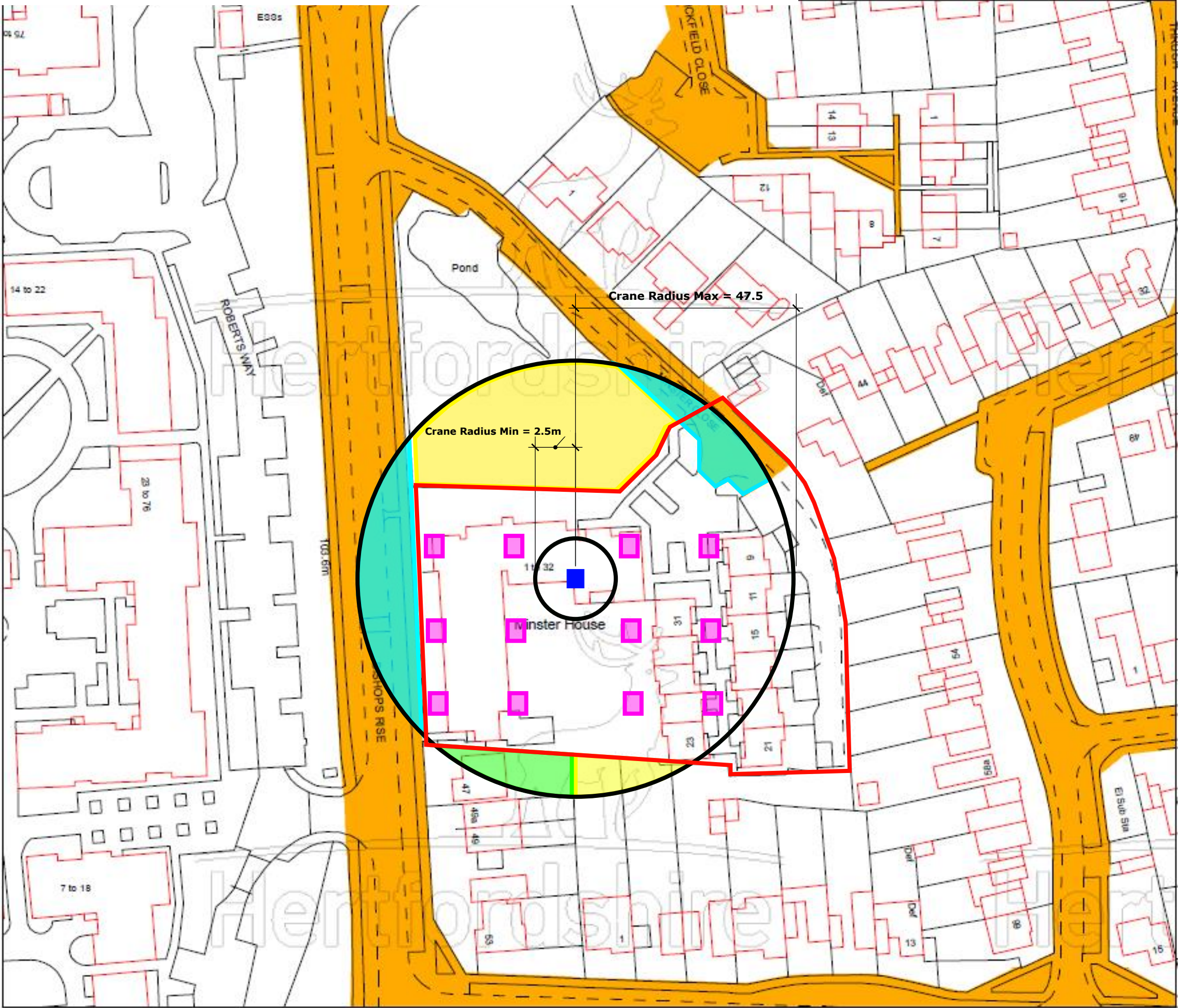
Title	TC 1 Tower Crane
Description	JASO 150.10 4 Fall Saddle crane – 100% duties
Maximum Hook Radius	47.5 Metres
Maximum Safe Working Load (SWL)	SWL 10.0te @ 2.5 to 16.3 metres radius SWL 2.9te @ 47.5 metres radius
Tower Height	32 Metres
Base Ballast Fitted	N/A
Counter Ballast Fitted	TBC
Base Type	Fixing angles
Max Operating Wind Speed	38 mph
Steel Sub Frame Installed	TBC
Signed off and approved	TBC



## **SCHEDULE 2**

### **Drawing**

Minster Close Crane Radius & Oversailing Details



**Site boundary**

**Crane base**

**Highways oversailed**

**Third party land**

**Loading bays**

**WHBC land oversailed**

## **SCHEDULE 3**

### **Method Statement**

LMP-RGC-HATFIELD-001 Lifting Management



Lifting Logic Ltd

21 Carleton Road, Cheshunt, Waltham Cross, EN8 0BD  
Tel – 07522 668 267 Email – [adam.rankin@lifting-logic.co.uk](mailto:adam.rankin@lifting-logic.co.uk)

## LIFTING OPERATIONS MANAGEMENT PLAN

Prepared by: Adam Rankin CPCS: 03203006

of

Lifting Logic Ltd

For

**CARTER**

Project Name:	R G Carter
Site Address:	Minster Close, Hatfield, AL10 9JN

Prepared by	CPCS No.	Date	Signature
Adam Rankin	03203006	15/09/2020	
Approved by		Date	Signature
Accepted by		Date	Signature

\*\*\*NOTE: THIS DOCUMENT MUST BE READ IN CONJUNCTION WITH LIFTING LOGIC LTD SCHEDULE OF SPECIFIC LIFTS WHICH CAN BE FOUND IN THE LIFTING MANAGEMENT FOLDER\*\*\*

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## 1 Site

### 1.1 Site Details

Site Address: Minster Close, Hatfield, AL10 9JN

Tel: Appointed Person – **Adam Rankin 07522 668 267**

### 1.2 Scope of Works

Safe management of cranes and lifting operations, in accordance with the following statutory regulations and **R G Carter** Specific Policies on the above site. **Lifting Logic Ltd** will provide a competent, qualified and experienced Appointed Person to manage the site Lifting Team(s) encompassing all lifting operations including all cranes, telehandlers, Moffetts, MEWPS, HIABs and small lifting equipment i.e.: chain blocks, pallet trucks, Genie Hoists etc. **Lifting Logic** will perform monthly reviews of the performance of the lifting team(s) as well as audit compliance. We will produce reports of their findings and appoint the appropriate measures in agreement with **R G Carter**.

- 1) [Health and Safety Act 1974.](#)
- 2) [The Management of Health Safety at Work Regulations 1999](#)
- 3) [Lifting Operations and Lifting Equipment Regulations 1998.](#)
- 4) [Provision and Use of Work Equipment Regulations 1998](#)
- 5) [The Work at Height Regulations 2005.](#)
- 6) [Personal Protective Equipment Regulations.](#)
- 7) BS 7121
  - [Part 1 General \(2016\)](#)
  - [Part 2 Inspection, Maintenance and Thorough Examination – Mobile Cranes \(2012\)](#)
  - [Part 3 Mobile Cranes \(2017\)](#)
  - [Part 4 Lorry Loaders \(2010\)](#)
  - [Part 5 Tower Cranes \(2016\)](#)
- 8) [CPA-TCIG-TIN-0-48](#)

### 1.3 Tower Crane Details

All erection and dismantling procedures will be overseen **R G Carter** nominated Appointed Person, **Adam Rankin**.

Tower crane (TC1) has been erected/mounted on Hi Tensile Steel foundation anchors, cast into reinforced concrete pile caps, using a temporary works design prepared using foundation loadings obtained from the crane's manufacturer, by a Structural Engineer, independently checked and signed off by another Structural Engineer, then constructed by the Contractor in accordance with the design, and confirmed as having reached the required cube test strengths. With all the above facts being confirmed by the issue to the erection company of a base sign-off certificate for the tower crane and installation, before its erection commences.

Tower Crane (**TC1**) is owned by **R G Carter**, purchased from **Falcon Tower Cranes** with the crane having been erected and ultimately being dismantled by Falcon who provide full method statements and risk assessments for each operation, in sufficient time for these documents to be reviewed and approved.



**Note:** Zoning arrangements are in place to prevent any over sailing of the cranes or their loads of surrounding properties.

Title	TC 1 Tower Crane
Description	JASO 150.10 4 Fall Saddle crane – 100% duties
Maximum Hook Radius	47.5 Metres
Maximum Safe Working Load (SWL)	SWL 10.0te @ 2.5 to 16.3 metres radius SWL 2.9te @ 47.5 metres radius
Tower Height	32 Metres
Base Ballast Fitted	N/A
Counter Ballast Fitted	TBC
Base Type	Fixing angles
Max Operating Wind Speed	38 mph
Steel Sub Frame Installed	TBC
Signed off and approved	TBC



## 1.4 Hazards and Restrictions

The identified hazards that may affect this operation are as follows: -

1. Weather conditions (wind speed, ice, fog)
2. Adjacent buildings and structures
3. Traffic and pedestrian route management.
4. Site conditions (Scaffolding and temporary structures)
5. Additional mobile/crawler cranes (Radius, height, jibs, ropes and possible collision)
6. Collision with tower crane from vehicle movement
7. Hook collision with building
8. Loss of Power supply

All points identified within 'Hazards and Restrictions' must be represented within the 'Site Wide Risk Assessment.'

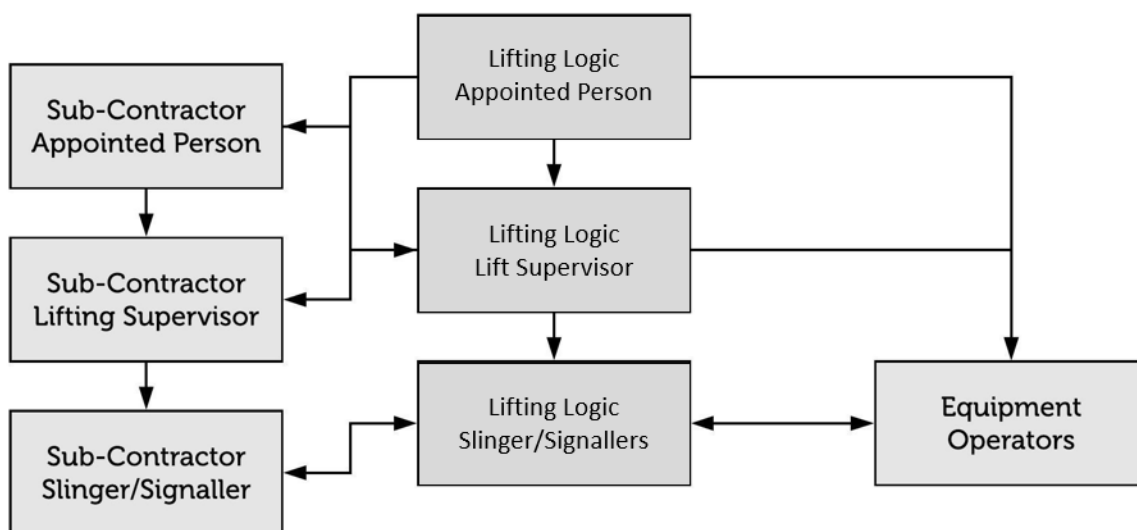
## 2 Personnel and Organisation

### Overview

The personnel named within this plan have been assessed as suitably trained and competent to carry out their role in controlling lifting operations on this project.

All Slinging and banking operations will remain the responsibility of **Lifting Logic Ltd**, who undertakes to provide trained and qualified personnel that are competent and familiar with the contents of this Lift-Plan and the equipment being deployed.

### 2.1 Management Structure & Organisation Chart





## 2.2 Training and Qualifications

### Appointed Person (AP)

1. The Appointed Person (AP) has been assessed by **Lifting Logic Ltd** as appropriately trained and competent before being appointed to this role. The AP's name has been entered in the Lifting Operations Plan.
2. The AP has been formally appointed in writing by **R G Carter** Project Manager and has confirmed their acceptance of the role and its responsibilities.
3. Whenever necessary, the AP will consult with the Temporary Works Co-ordinator where there is any doubt over the adequacy of ground bearing pressures or load spreading devices.
4. The Appointed Person (AP) for the project will check the selection of personnel and their qualifications/experience. Additionally, the AP will ensure that all relevant personnel understand the Lift Plan and the APs availability as required (recognising he will not be permanently resident on site).
5. The AP will nominate Crane Lifting Operations Supervisors (CLOS) for each crane, with one CLOS to be the senior CLOS, who will be resident on site during all lifting operations and always communicate with the AP if operations are outside the scope of the Lift Plan or incidents/queries arise.

### Crane Supervisor (CS)

1. The Crane Supervisor (CS) has been assessed as appropriately trained and competent by **Lifting Logic Ltd** before being appointed to the role. The CS name has been entered into the Lifting Operations Plan.
2. The CS holds a current CPCS Crane Supervisor card.
3. The CS has been appointed in writing by the nominated Appointed Person and has confirmed their acceptance of the role and its responsibilities.
4. The AP has nominated Name of Supervisor (TC1) with Company name to be the projects Senior Crane Lifting Operations Supervisor/Lifting Manager, who will manage, coordinate and supervise the overall site operations appertaining to construction activities which involve all lifting operations on or adjacent to, but associated with, the site, specifically through each crane's CLOS.
5. The AP/Lifting Manager will ensure that the project specific Lift Plan is in place and understood (prior to lifting operations commencing) and is being fully implemented. Additionally, the AP/Lifting Manager will ensure that all involved personnel are informed when amendments or additions are required and implemented.

**Note:** The second CLOS may deputise for the Senior CLOS/Lift Manager during any absences, with this being considered by Project management and provisions put in place, as appropriate, recognising that no lifting should take place without either an AP, Lifting Manager or CLOS being in attendance.

### Crane Operator (CO or Driver)

1. Operators controlling lifting equipment have been assessed by **Lifting Logic Ltd** as suitably competent and authorised to perform the role and its responsibilities.
2. The CS will monitor the operators' performance whilst on site.
3. Operators must hold a valid and current CPCS card, endorsed with the correct category of plant that they will be operating.
4. Proof of medical fitness.
5. Crane Operators employer **must** provide operators 'model specific' familiarisation.



### **Slinger/Signaller (S/S)**

1. **Lifting Logic Ltd** has approved the Slinger Signallers (S/S) as appropriately trained and competent before their appointment to this role. Slinger Signallers that are not provided to site by Lifting Logic Ltd (for example those provided by either the client or other subcontractors) and therefore not known to us, will be monitored to allow us to gauge their competence.  
Monitoring of compliance and performance by the Lift Supervisor will be continuous whilst on site.
2. All S/Ss' must hold a valid and current CPCS card. Their certification has been checked and names entered into the Lifting Operations Plan.
3. The wearing of Orange hi-vis with Slinger/Signaller printed on the back and orange hard hat will identify the Approved Slinger/Signallers on site.

### **Temporary Works Coordinator (TWC)**

1. The TWC will have been assessed as competent and experienced by the **R G Carter** Project Manager and has been formerly appointed to the role and its responsibilities.
2. The TWC will have formally accepted the appointment to the role.

## **2.3 Appointed duty holders and duties**

**R G Carter** Project Manager must ensure the appointment of a competent Appointed Person for lifting operations. The Appointed Person must accept this appointment and be trained to the approved standards. This procedure must be formally agreed in writing.

The AP should co-ordinate the arrangements for the effective control of all project crane-lifting operations.

The appointed person must be trained, certificated and experienced to perform the role, and must have a thorough knowledge of **R G Carter** Safety Memorandum requirements. The crane AP must ensure that the following duties are fulfilled:

### **Duties of the Appointed Person**

1. The assessment of the lifting operation to provide such planning, selection of cranes, lifting gear and equipment, instruction and supervision as is necessary for the task to be undertaken safely. This must include consultation with other responsible bodies if necessary and ensuring that where different organizations are involved, they collaborate as necessary, i.e. London Underground
2. Ensuring that statutory tests, thorough examinations and weekly inspections have been carried out and the necessary registers and certificates are completed.
3. Ensuring routine inspection and maintenance as required by the crane manual is undertaken.
4. All necessary safe working procedures are implemented as required.
5. Special or unusual lifts are personally supervised, engineering input obtained where necessary, and that the weight and load distribution of the load is accurately known.
6. Assessing any local dangers, i.e. overhead power cables etc.
7. Only competent, experienced and properly trained (CPCS) approved operators and Slinger/Signaller conduct lifting operations.
8. A clear means of communications is maintained between all site Crane Operators, i.e. tower, mobiles etc. (radios and back-up radios as necessary).
9. Liaison with Safety Department re Network Rail, London Underground, Local Council etc. Safety training for all operations required to work on or adjacent to railway or council properties.
10. Ensuring that there is an effective procedure for reporting defects, incidents or stoppages (e.g. high winds) to management and taking any necessary correction action.
11. Attendance at site co-ordination meetings.

**\*\*The Appointed Person has the authority to stop the operation whenever he considers that danger is likely to arise if the operation were to continue. Duties, but not responsibilities, may be delegated to another person where considered appropriate. \*\***



### **Duties of Crane Supervisor**

Each contractor undertaking lifting operations must appoint a suitably competent person to plan and have overall control of their lifting operation.

**This person will be known as the Crane Supervisor whose duties will be as follows:**

1. Identify and ensure a written record of all lifting equipment and lift accessories used on the project is maintained.
2. Crane lifting operations will require a written health and safety method statement.
3. Amending the method statements as relevant, where there are any variations to the lifting operations once approved by the Appointed Person.
4. The appointed Crane Supervisor must control crane-lifting operations. Duties, but not responsibilities, may be delegated to competent persons for crane lifting operations, i.e. trained Slinger/Signaller may be delegated direct control for routine crane lifting operations. However more complex crane lifting operations may require additional supervision.

**The following points must be taken into consideration when planning crane lifting operations:**

5. Risks associated with the specific nature of the lifting operations, i.e. load characteristics, operating conditions, method of lifting, travel route of the crane with load and proximity hazards.
6. Interface risks with other contractors when undertaking crane lifting operations.
7. Provisions of an adequate safe system of work, which eliminates the risks or reduces them to an acceptable level.
8. Appointment of competent persons to supervise and control the lifting operations.
9. Provision of lifting equipment and lift accessories that are suitable for the task.
10. Provision of all necessary test and thorough examination certificates (to be available for inspection).
11. Adequate arrangements for undertaking statutory examinations/ inspections of the lift equipment and accessories, maintaining written records of these.
12. Safe Working Load (SWL) clearly identified on all lifting equipment and lift accessories.
13. Provision of suitable storage for lift accessories when not in use.
14. Prevention of unauthorized lifts.
15. Attend the crane co-ordination meeting.
16. Assist in the monitoring of crane lifting operations.

### **Duties of Slinger/Signaller**

1. All persons required to perform the duties of a Slinger/Signaller must hold a current qualification and be competent for the task. **(CPCS A40a / A40b)**
2. Ensure suitable lifting accessories i.e. chains; web slings etc. are available, taking into account the attachment points.
3. Ensure that a safe means of access is provided when making an attachment to the load.
4. Ensure approved hand signaling methods are used when directing the crane driver.
5. Ensure that where practicable, that loads are not carried or suspended over areas occupied by the public or site personnel.
6. Where the above is not practicable, a safe system of work should be adopted to minimize personnel beneath an elevated load.



## 2.4 Delegation of Crane Team Duties

### Table of Appointed Persons, Crane Supervisors

[illegible]

**Copies of training certificates can be found in the Lifting Operations Management File.**



### Table of Authorised Crane Operators and Slinger/Signallers

[illegible]

## **2.5 Health Checks & surveillance**

### **Crane Operators / Drivers**

1. Health checks to be carried out at a minimum every 2 years and for operators/drivers over the age of 50 annually.
2. Health checks to be carried out by **Lifting Logic Ltd.**
3. In the case of an accident, they must be willing to undertake a drugs or alcohol test.
4. Understanding and good basic command of the English Language is necessary.

### **Slinger/Signallers, Crane Supervisors, Appointed Persons**

1. These must agree to be available for random health checks as and when necessary.
2. In the case of an accident, they must be willing to undertake a drugs or alcohol test.
3. Understanding and good basic command of the English Language is necessary.

**Anyone with an ongoing medical condition requiring medication or otherwise MUST declare this to the Appointed Person and detail on any site induction forms.**

## 3 Management of Lifting Operations

### 3.1 Operational Control measures

#### Supervision

Lifting operations on site will be managed by the Appointed Person and controlled by the designated supervisor(s) for Lifting Operations. In the case of complex lifts, the project AP will be required to individually assess, plan and determine whether there is a requirement to supervise personally.

#### Controls and checks for the use of lifting equipment

The scope of works and operating envelope for a given piece of work equipment has been set and must be followed by the competent operator or other delegated responsible person. The Crane Operator will inspect the crane daily, before use and record any faults or defects weekly, as per statutory requirements, on the relevant form.

#### Method Statements

Method Statements are required for all complex and 'one-off' operations including:

1. Contract lifts
2. Tandem and special lifts (No tandem lifting with tower cranes)
3. Mobile cranes
4. Machines travelling with suspended loads,
5. Erection of cranes and construction hoists.

Completion of the above method statements must be in accordance with information required by statutory law and conform to the **Lifting Logic Ltd** standard operating procedure. All the above Method Statements will need to be approved by **Lifting Logic Ltd** Nominated Appointed Person **Adam Rankin**.

#### Slinger/Signaller identification

Slinger/Signallers will wear the following distinctive PPE so as to be readily identifiable to site operatives and the Crane Operator.

1. Orange Hi-vis vests or jackets with Slinger/Signaller on the back.
2. Orange hard hat.

#### Weather

The following parameters will be in place and will control the use of lifting equipment on site, during periods of inclement weather such as high winds, rain, sleet snow and ice, fog etc.

1. Certain restrictions to lifting operations will be implemented during inclement weather. These are based on the manufacturers risk assessed recommendations and guidance for operations in inclement weather. All tower cranes or visiting mobile cranes or lifting devices are to be removed from operation when either the defined out of service wind speed is recorded or as considered appropriate following a review between the Crane Operator, Crane Supervisor and the Appointed Person.
2. All cranes are fitted with an anemometer with driver display.
3. Checks on the forecasted weather conditions can be made by accessing Fugro Geos or <http://xcweather.co.uk/>. Daily and weekly forecasts should be considered when planning lifting operations.





### **Tower crane zoning system**

A Zoning system, that would prevent the tower crane from over-sailing the site boundary, will be fitted, with the tower crane operators being instructed not to over-sail the site boundary, and not to rely on the electronic system, before the tower crane is placed in operation.

### **Placing the Tower Cranes in Safe out of service condition**

It should be recognised that no tower crane should be vacated, either overnight or at any other time, without adopting the following procedure:

1. The crane must always be left in free slew when out of service
2. The crane must not have a load or lifting tackle left on the hook
3. The hook must not be raised to close to its maximum height and be parked at the out of service hook radius (as defined specifically for the make, model and configuration of crane(s) deployed) which is as detailed below:
4. TC 1 will be place at minimum radius for out of service with no additional weight suspended from the block.

### **Mobile Crane use during Tower Crane deployment**

Should a requirement exist for mobile cranes to be utilised, to supplement the tower crane on site, a separate Lift Plan must be issued to the project Appointed Person for review and approval allowing adequate time for the review and approval process (3 working days' min), and the following guidance also recognised and adhered to:

The mobile crane deployment should only be permitted following:

1. An assessment of its planned location
2. Acceptance of all outrigger loadings and outrigger mats in accordance with ground bearing test results
3. Preparation of a specific method statement/risk assessment for its use
4. A review of the rigging and de-rigging method statements for the mobile crane
5. Satisfactory completion of all pre entry checks of the crane, the operator and the crane's lifting tackle
6. Checks made to ensure that no potential jib clashes can occur between the mobile crane, and the tower crane

A Slinger/Signaller must be allocated to work with the mobile crane. This Slinger/Signaller must be issued with an anti-clash radio (on the same frequency as those issued to the tower cranes operators). The Crane Supervisor must conduct a toolbox talk to all operators covering the anti-clash procedure. Following the toolbox talk all operators must sign a document to confirm they understand and will use the procedure.

### **Use of Man Rider/Stretcher Carriers on Tower Cranes**

Use of Man Rider/Stretcher Carrier requires prior planning specifically for this task. A Specific Task Briefing will be issued by the Lifting Logic Ltd Nominated Appointed Person.

In the event that, as part of the site's First Aid procedures, a stretcher carrier is retained on site, the following guidance should be noted.

The Man Rider/Stretcher Carrier is not to be used as a work platform or for lifting or carrying materials. It must have its identification markings and safe working load clearly identified and have been constructed in accordance with statutory guidance. A current test certificate must be retained on site.



In the event personnel are being raised or lowered using the Man Rider/Stretcher Carrier, they should be wearing suitable harnesses during the lift. These harnesses must be certificated and have been examined within the statutory period (with the register detailing these examinations being retained on site). All appropriate personnel should have been instructed in the use of the harness, with documentation detailing this instruction also be retained on site.

When the Man Rider/Stretcher Carrier is utilised the personnel involved must have connected the lanyard (which should be an integral part of the certificated harness they are wearing) to anchorage points strategically located and identified on the Man Rider/Stretcher Carrier, or the tower crane's hook.

It is very important to ensure that the wind conditions allow safe use of a Man Rider/Stretcher Carrier and that if considered necessary the lift is carried out using a tag line to ensure it is safe execution.

#### **Inspections – See Appendices D & E for the Registers of Inspections.**

The following inspections are to be completed on a daily / weekly basis by the person detailed.

1. Daily (unrecorded) visual inspections of all lifting accessories to be used (chains, hooks, shackles and slings) check for signs of damage, wear etc. Checks by the Slinger/Signaller.
2. Daily (recorded) visual inspection of the lifting equipment (Cranes) for signs of damage, wear, failure etc. Checks by competent operator.
3. Weekly (recorded) visual inspection of lifting accessories (by the Slinger/Signaller or Crane supervisor).
4. Weekly (recorded) visual inspection and function tests of lifting equipment (by the competent operator)
5. Weekly audit of lifting equipment and accessories. To keep records current and ensure all 'in use' equipment is within date of test / thorough examination. Audit by Crane Supervisor.
6. Random spot checks on all of the above inspections will be by the AP to ensure compliance.

***(Defective equipment and accessories will be removed from service immediately and the responsible manager informed. These must be clearly marked 'do not use' to guarantee that they will not be put back into service).***

#### **Tower Crane Access Procedures**

There should be adequate communication arrangements to ensure that the operator is advised when anyone is about to climb the tower.

**The following procedures should be followed when allowing anyone access to the Tower Crane. Please use the relevant permits in Appendix B for Frequent or Infrequent access requirements.**

Unless there is direct communication between the person climbing the tower and the crane operator, all crane movements should be stopped until that person has passed safely through the slewing section. Contact the Crane Operator, ask for and receive permission to proceed.

All persons not holding a frequent access permit should always be accompanied by a frequent access permit holder.

All operators must be briefed on the access procedure for the specific crane they are operating.

Accessible areas of the Tower Crane should be divided into zones as follows:

1. **Zone 1** – Areas with adequate edge protection and no mechanical or entrapment hazards such as the tower and cab.
2. **Zone 2** – Areas with adequate edge protection but with mechanical or entrapment hazards such as the counter jibs of some cranes:
3. **Zone 3** – Areas without adequate edge protection where access requires the use of fall protection equipment.



The advice of the supplier should be sought in determining the extent of the zones for the individual crane.

No person should be permitted access to the jib or counter jib of the tower crane unless given permission to do so by the operator who will ensure that all crane motions are stopped and the controls isolated.

Should operation of the crane motions be required whilst personnel are carrying out maintenance work in these areas, a safe system of work must be in place whereby the operator only operates the controls in response to instructions from the person in charge of the maintenance work.

**Compliance:**

**Unauthorised lifting operations are high risk and will not be tolerated by Lifting Logic Ltd. Any unauthorised operations should be reported to the manager, AP and Safety Manager so that appropriate action can be taken.**



## **3.2 Communication**

### **Briefing on lifting plan and general method statements.**

All staff involved in lifting operations will be fully briefed on the contents of the Lifting Operations Management Plan and current, approved Lifting Risk Assessments (LRA's) by the Appointed Person or Crane Supervisor. New members joining the lifting team will be briefed on the contents of this plan prior to commencing work.

### **Communication Arrangements**

#### **Radios**

Radios will be used as the primary form of communication between the crane operator and lifting team personnel on the ground. This will not ensure the safe communication and operation of each crane in a close proximity working area please refer to Tower Crane's Anti-Collision system in Section 3.1.

Where constant interference is affecting radio communication the Appointed Person is to be notified immediately so that arrangements can be made to rectify it.

#### **BS 7121 Hand Signals**

Hand signals will also be used to communicate with the Crane Operator. These will be agreed between the Slinger/Signaller and crane operator. Hand signals will be the default means of communication should the radio system fail, until the lifting operation is completed or made safe. If the radio is receiving interference, hand signals should be given in addition to vocal commands. If the operator is in any doubt as to the directions received, he should not operate the machine until a clear signal is obtained.

#### **Blind Lifting**

During a blind lift, should communication become difficult or lost, we **MUST** cease operations until clear, stable and constant communication has been re-established.



### **3.3 Emergency**

The nearest Hospital with Accident and Emergency is **14.5 miles** away:

#### **Watford General Hospital**

**Address:**

**Vicarage Road, Watford, WD18 0HB**

**Contact:**

Telephone: **01923 244366**

**Call NHS 111** if you urgently need medical help or advice but it's not a life-threatening situation.

#### **Maintaining a Safety-First Attitude**

Health and Safety is an integral aspect of our business and it is essential that everyone remains vigilant at all time. Site lifting operations by their very nature are hazardous.

This site is managed by:

Principal Contractor: **R G Carter**

Project Director: **Dean Hall – Tel: 07917 196 812**

Project Manager: **Graham Kingham – Tel: 07780 685 381**

Site Manager: **Rory Taylor – Tel: 07557 608 860**

HS&E Manager: **Steve Jones – Tel: 07917 851 357**

Appointed Person(s): **Adam Rankin – Tel: 07522 668 267**

#### **Operator Recovery Arrangements**

A Rescue Plan is in place and managed by **Lifting Logic Ltd.** For a copy of this please see the Project Manager.

**Prior to the rescue taking place call the emergency services on 999.**



### 3.4 Table of Approved Method Statements / Lifting Plans

MS No.	Method Statement Title	Approved by AP	Date

LP No.	Lifting Plan Title	Approved by	Date



## 4 Lifting Assessments

## 4.1 Planning the Lift

For all lifting operations, a lifting risk assessment is to be carried out by the person managing/supervising the lifting operation, e.g. the Project Appointed Person **Adam Rankin**, or trade contractor Appointed Person for lifts under their control.

No lifting operation is to commence without a completed lifting risk assessment being authorised by the Project Appointed Person and details inserted into the table below.

## 4.2 Table of Approved Specific Lifting Risk Assessments (LRA's)

[illegible]

[illegible]



## 5 Lifting Equipment

### 5.1 Definition of Lifting equipment

The definition of lifting equipment is work equipment for lifting and lowering loads. This includes its attachments used for anchoring, fixing and supporting it.

### 5.2 Types of lifting equipment

[The Lifting operations and Lifting Equipment Regulations 1998 \(LOLER\)](#) / Approved codes of practice, gives guidance on types of lifting equipment.

### 5.3 Lifting Equipment Certification

All lifting equipment over 12 months old has a current certificate of thorough examination. If new, a certificate of conformity.

Cranes and other equipment that are used to lift personnel and the personnel carrier and rescue cage will have a current certificate of thorough examination every 6 months. Additional information on the specific requirements relating to the use of cranes and equipment for lifting personnel is detailed in [BS 7121 Part 2 Cl.11](#).

**Under no circumstances is any lifting equipment to be used unless accompanied by one of these certificates.**

Guidance on thorough examinations is detailed in the [Lifting Operations and Lifting Equipment Regulations 1998 \(LOLER\)](#) / Approved codes of practice and [BS 7121](#).

### 5.4 Lifting Equipment Inspections

#### Lifting equipment inspections statement

All lifting equipment on this project will have a regular safety inspection performed by the competent operator at an interval of seven days or sooner if adverse circumstances apply. These inspections will be formally recorded (To include any alterations, servicing, maintenance defects, and signs of wear and weather conditions)

All lifting appliances (Tower cranes and lifting tackle) will be thoroughly examined and re-certificated by an independent competent person every 6 month, with copies of all records/certificates being kept in the Tower Crane files by the CLOS/Lifting Manager.

The CLOS/Lifting Manager is responsible for ensuring that these inspections take place & that records of these inspections are kept up to date.

#### Information to be included in the inspection report

All equipment inspections will vary in relation to the complexity of the lifting equipment and its' intended use, its make and model and its' manufacturers guidelines and recommendations. Information pertaining to the specific machine can be obtained from the manufacturer or the supplier, in relation to what is required for a weekly inspection.

## 6 Lifting Accessories

### 6.1 Definition of Lifting Accessories

[Lifting accessories are defined as work equipment for attaching loads to machinery for lifting in the Lifting Operations and Lifting Equipment regulations 1998 / regulation 2 \(1\).](#)

[Guidance on types of lifting accessories can be found in LOLER 1998 / Approved codes of practice.](#)

### 6.2 Lifting Accessories Inspections

Lifting accessories in service will have a visual safety inspection performed at regular intervals. This should be done every seven days (recorded) or sooner if circumstances dictate (Alterations, servicing, maintenance etc.). All lifting accessories older than 6 months will hold a certificate of thorough examination. If accessories are new, they will hold a certificate of conformity.

Crane accessories used to lift personnel, and the site rescue cage, will have a current certificate of thorough examination dated within the last six months.

Information regarding the specific requirements relating to the use of crane accessories for lifting personnel is detailed in [BS 7121-part 2 Cl.11.](#)

#### **Information to be included in the inspection report**

- The date of inspection
- The identification number of the accessory inspected
- Description of the accessory (type, size and Safe Working Load)
- The date of the previous thorough examination
- The due date of next thorough examination
- Any faults or defects found (If none, state 'in good working order')
- Name of the person making the report



## 7 Site Wide Risk Assessment

Activity	Hazard	Persons at Risk	Degree of Risk Residual Risk			Control Measures	Final Risk Rating	
			S	P	R			
Plant & Machinery	Injury caused by Faulty or badly maintained Equipment.	All site Personnel/	4	2	8	All plant Machinery is to be inspected and serviced regularly as per PUWER and LOLER regulations. A maintenance service schedule is to be implemented by the site management team.	4 x 1	4 Low
Failure of lifting equipment & accessories. Strops/Chains etc.	Damage to equipment & buildings i.e. network rail infrastructure, Possible injury or Death to site personnel.	All site personnel/ General Public	5	2	10	Tower crane must have an in date thorough examination certificate. Only CPCS trained crane operators to operate the cranes. All operators will have familiarisation training for the specific model of the crane they are operating. All crane operators will have a medical examination every 2 years and annually after 50 years old. A Lifting Risk Assessment/Schedule of Common Lifts for all lifts showing the correct slinging methods and accessories to be used will be briefed to all operatives involved in the lifting operations. All tower cranes shall be serviced on a regular service schedule to be confirmed by the equipment supplier. If a crane breaks down with a load attached an exclusion zone should be set out below the load and crane provider will be informed straight away, in certain circumstances it can be lowered off using the crane emergency lowering system if installed. Only CPCS trained slinger signallers to attach/detach loads. All loads will be double wrapped unless another method has been specified in the Lifting Risk Assessment. All lifting accessories will be checked before each use and have in date Thorough Examination Certificates. SWL of each crane at any radius will never be exceeded. Each lift is assessed and a safe wind speed indicated. Cranes have audible alarms connected to the anemometer and amber and red lights to show when the wind is nearing max wind speed.	5 x 1	5 Low
General site movements Tele-Handler / Diggers	Overturning	All site personnel	5	3	15	Check vehicle certificates, check condition, of ground to be driven on, Observe site speed limits. Observe designated site driving routes (do not take short cuts).	5 x 2	10 Low
Tele-Handler General Lifting Duties	Overturning / equipment failure	All site personnel	5	3	15	Check certificates and condition of vehicle, set up correctly on good ground, double check ground before lifting, Ensure 600mm clearance to hard points or barrier off. Observe lifting restraints set in Lifting Plan Radius Weight Limits. CPCS trained operator	5 x 2	10 Low



Lifting at height	Men Falling /Tools Falling/Load falling	Personnel/pedestrians/general public.	5	2	10	Ensure secure position before releasing hands to work with strops. All men at height to wear full harnesses and clipped on to designated anchor points when outside handrails. Minimise loose fittings at height. Keep in sacks or boxes, use catch nets or tie to structure. Toe boards provided on all access equipment. Tool belts to be used to store tools when at height. All loads to be well secured with appropriate strops/chains. Certified Slinger to attach, lift 6" to check balance, ensure strops cannot slip. Area below to be secured. No work to be carried out above those working at height. Liaise with all on site individuals where this may be a possibility.	5 x 2	10 Low
General site activities	Slips, trips and falls.	Site personnel.	4	3	12	Wear suitable footwear (PPE) as specified in section 6.1. Do not run on site. Use ropes where applicable. Keep to designated walkways. Keep work area as tidy as practically possible. Clean up spillages at earliest opportunity using the correct and appropriate spillage kits. Adhere to spillage kit / COSHH instruction.	4 x 2	8 Low
General site activities	Manual Handling.	Site personnel.	4	3	12	Plant/equipment >25kg and <50kg to be moved by a Minimum of 2 persons. Plant/equipment >50kg and <75kg to be moved by a minimum of 3 persons. Subject to each individual's capabilities. Always lift with knees slightly bent and a straight back. Try and lift loads by mechanical means wherever possible.	4 x 2	8 Low
Falling Materials	Damage to equipment & buildings Possible injury or Death to site personnel	All Site Personnel	5	3	15	All Lifts to be carried out by competent trained and qualified Slinger, signaller, Operator All lifts are to be carried out as directed in the lifting assessments and schedules of common lifts.	5 x 2	10 Low
Heavy Loads	Failure of lifting equipment and machinery	All Site Personnel	5	3	15	Ensure the correct equipment is being used for the lift and that the Crane / Telehandler is certified to carry the weight at the required radius All lifts are to be carried out as directed in the lifting assessments and schedules of common lifts.	5 x 2	10 Low
High Winds	Instability and loss of control of lifting operation	All Site Personnel	5	3	15	Wind speeds within the site area are to be monitored and all lifting operations are to be in strict conditions of the Beaufort wind speed allowances as laid down for the restriction of safe use of cranes in high wind conditions. Wind speed limit is 38mph.	5 x 2	10 Low
Aircraft	Collision with aircraft	Personnel, pedestrians & general public.	5	1	5	Civil Aviation Authority notified of crane erection, Double Red lights placed on tip of front jib and on top of the A-Frame and to remain on at all times	5 x 1	5 Low
Operator	Loses Consciousness	Personnel, pedestrians & general public.	5	1	5	Operator has had health check and is in good health. An appointed trained first aider will climb the crane and assess the operator, If the operator is unable to climb down the crane and a rescue is required the first aider will implement the rescue plan.  Prior to the rescue taking place call the emergency services on 999	5 x 1	5 Low



Crane and Telehandler communications	Collision Damage to equipment & buildings Possible injury or Death to site personnel	All Site Personnel	5	2	10	All crane movements are to be controlled by the Slinger/Signaller by means of radio if communication between the ground and the crane is lost all lifting shall cease until it is re-established. All Telehandler movements must be accompanied by a Banksman. Clear signalling between the Banksman and the operator must be maintained at all times.	5 x 1	5 Low
Over Sailing	Over sailing public walkways	Personnel, pedestrians & general public.	5	3	15	Zoning System fitted to crane, Operator aware of no lift zones, Zoned Drawing held within Crane Cab.	5 x 2	10 Low
Fire	Personal injury. Damage to property.	Site personnel.	5	2	10	Attend induction and be familiar with site fire and emergency procedures. Diesel to be held in a suitable bunded container. Chemicals to be stored safely in secure containers. All to comply with the site COSHH assessment.	5 x 1	5 Low
Loading/unloading	Personal Injury, crush injury, falling from height.	Site personnel/general public	5	2	10	Driver must be trained and competent to operate vehicle. Use Banksman to guide operation. DO NOT climb on to vehicle unless it is fitted with fall protection. Ensure secure position before releasing hands to work with strops, only certified slings and chains to be used. Wear gloves and keep fingers clear as load comes off. Deliveries should only occur during agreed site working hours or as agreed with Client. Use proper manual handling techniques.	5 x 1	5 Low
Moffett operations	Collision with pedestrians Collision with material or structure Falling materials	All Site personnel	5	2	10	Moffett will not be site based. Moffett operator competency and Moffett thorough examination certificate must be checked before the Moffett is taken off the lorry. The area the Moffett will be working in must be completely sealed off using barriers and the exclusion zone must be manned at all times. Moffett will only be used for the unloading of materialist that it is designed to lift. Moffett will only be used when there is no other alternative method to unload materials.	5x1	5 Low
HIAB's operations	Collision with pedestrians Collision with material or structure Falling materials	All Site personnel	5	2	10	HIAB will not be site based. HIAB operator competency and HIAB thorough examination certificate must be checked before the HIAB is setting up for lifting operations. The area the HIAB will be working in must be completely sealed off using barriers and the exclusion zone must be manned at all times. HIAB will only use for the unloading of materialist is designed to lift. The Lifting supervisor must check all the evidence and gather the necessary info along with the Pre-lift Checklist for the Visiting HIAB's. The set-up position for the HIAB must be suitable to sustain the outrigger loads impose by the HIAB. All lifting accessories must hold a thorough examination certificate in date within the last 6 months. HIAB will only be used when there is no other alternative method to unload materials.	5x1	5 Low



MEWP Operations	Crush Zones Collision with pedestrians MEWP tipping over Operators falling from MEWP	Site personnel	5	2	10	All MEWP operators will be IPAF/CPCS trained and familiarised with the specific model they are operating. Exclusion zones shall be placed around the MEWPS and its zone of operation. It is a legal requirement that if there is a chance of crushing /entrapment, then there must be an emergency MEWP RESCUE PLAN in place. MEWPS will only operate on flat surfaces. All MEWPS will have an in date 3 monthly thorough examination certificate. All MEWPS must have a copy of the manufacture's manual/instruction. Operators will carry out daily recorded checks on all MEWPS. Operators will wear harnesses when operating, connected to designated anchor points.	5x1	5 Low
Refuelling plant	Personal injury from fire or skin irritation from diesel	Site personnel.	5	2	10	Fuel to be stored in lockable bunded containers. Drip trays to be used when refuelling. Refuelling will take place away from water courses. Spill kits must be available wherever chemicals or fuels are used / stored. Spillages are to be cleaned up as soon as practicably possible and reported to the Client/site agent. Firefighting equipment should be accessible while refuelling is being carried out.	5 x 1	5 Low

**\*\*Key for Residual Risk Rating (1-10) Low) (11-18) Medium) (19-25) High)\*\***



## Risk Assessment

Definitions and Methodology	
HAZARD	Something with the potential to cause harm
SEVERITY CATEGORY	Degree of harm which may be caused
PROBABILITY LEVEL	Likelihood that an event will occur
CURRENT RISK RATING	The severity of the risk after current controls have been taken into account. The following equation is used to establish the risk rating - $RISK\ RATING = SEVERITY \times PROBABILITY$
RESIDUAL RISK RATING	The severity of the remaining risk once mitigating measures have been put into place

Severity Categories - The risk severity can be assessed on a scale of 1 to 5 as follows:		
1	Nil	No risk of injury or disease.
2	Low	Causing a minor injury which would allow the person to continue work after first aid treatment on site or at a local surgery. The duration of the stoppage or treatment would be such that the normal flow of work is not seriously interrupted
3	Medium	Causing injury or disease capable of keeping a person off work more than 7 days or more and reportable under RIDDOR.
4	Major	Causing a major injury reportable under RIDDOR
5	High	Causing death to one or more people

Probability Levels - The probability of an accident occurring is assessed as follows:		
1	Improbable	There is really no measurable risk present. Only under freak conditions could there be any probability of an accident or illness. All reasonable precautions have been taken as far as is reasonably practicable. This should be the normal state of the workplace.
2	Remote	If other factors were present, the incident of illness might occur, but the probability is low and the risk minimal.
3	Possible	The accident may happen if additional factors precipitate it, but unlikely to happen without them ( <b><i>e.g. leaving a vehicle with the engine running, obstructing fire exits.</i></b> )
4	Probable	The effects of humans or other factors could cause an accident, but one is unlikely without this additional factor ( <b><i>e.g. ladder not secured properly, oil spilled on floor.</i></b> )
5	Likely	If the work continues as it is, there is almost a 100% certainty that an accident will happen eventually ( <b><i>e.g. broken rung on a ladder, bare exposed electrical conductor and defective breaks on a vehicle</i></b> )



## 8 Appointment Letters

### Appendix A

#### Letter of Appointment for Appointed Person

*Typical Letter of Appointment for an Appointed Person for Lifting Operations –  
Action by Project Manager*

**Project Name:**

**Address:**

**Date:**

Dear

**Re:**

You are hereby appointed as the “Appointed Person” for lifting operations on the above project, as defined in the “BS7121 Document” a copy of which is attached.

This appointment is effective from \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Accordingly, you are responsible for devising and implementing a safe system of work, and for having overall control of all lifting operations associated with the project. Your specific duties and responsibilities are detailed within the above-mentioned document.

In order that you are able to discharge your responsibilities effectively you are authorised to:

- Lead the project crane team(s)
- Delegate duties to suitably competent individuals or organisations
- Consult with others having specialist knowledge
- Devote time and other resources to the role, as approved in each case by the Project Manager
- Stop all or any lifting operations if there is any doubt or concern over the safety of such operations.

Before accepting this appointment, you must have attended the approved “Appointed Person” course, hold a current CPCS Appointed Persons Card and have received an element of practical training in Slings/Signalling.

In the event of your scheduled and prolonged absence from site you are to discuss appropriate cover or deputising arrangements with the Project Manager.

The Project Manager will formally review your appointment at suitable intervals.

-----  
(Signed Project Manager)

-----  
(Signed Appointed Person)





## Letter of Appointment for Crane Coordinator

*Typical Letter of Appointment for a Crane Coordinator for Lifting Operations – Action by Appointed Person*

**Project Name:**

**Address:**

**Date:**

Dear

**Re:**

You are hereby appointed as the “Crane Coordinator” for lifting operations on the above project, as defined in the “BS7121 Document 2006” a copy of which is attached.

This appointment is effective from \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Accordingly, you are responsible for coordination of the Lifting Operation associated with the following works:

- Safe lifting operation of loads / materials within the site.
- Supervision and implementation of a safe system of work of all lifting operations associated with the project.

Your specific duties and responsibilities are to plan and direct the sequence of operations of cranes to ensure that they do not collide with other cranes, loads and other equipment such as concrete placing booms, telehandlers, piling rigs etc.

*(Sites where the risk of aerial collision is low may not always require a crane coordinator.)*

In order that you are able to discharge your responsibilities effectively you are authorised to:

- Ensure that any appropriate Local Authority Permits are obtained in the event that a road or footpath closure is required.
- Stop all or any Lifting Operations if there is any doubt, or concerns, relating to the safety of such operations.
- Consult with others having specialist knowledge.
- Remove persons involved whose behaviour differs from the agreed safe method of work.

Before accepting this appointment, you must have received an element of appropriate training.

You are advised to study CPA manual & BS7121 to ensure that you fully understand your duties and responsibilities. In the event of your scheduled and prolonged absence from site you are to discuss appropriate cover or deputising arrangements with the Appointed Person.

The Appointed Person has assessed your practical slinging skills on site for a period not less than 30mins and will formally review your appointment at suitable intervals.

(Signed Crane Coordinator)

(Signed Appointed Person)

(Crane Supervisor)

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**Letter of Appointment for Crane Supervisor**

*Typical Letter of Appointment for a Crane Supervisor – Action by the Appointed Person*

**Project Name:**

**Address:**

**Date:**

Dear

**Re:**

You are hereby appointed as the "Crane Supervisor" for lifting operations on the above project, as defined in the "BS7121 Document" a copy of which can be obtained from the Appointed Person.

This appointment is effective from \_\_\_\_ / \_\_\_\_ / \_\_\_\_

You are responsible for supervising all lifting operations associated with the general work which you supervise and for which you will be briefed by the Appointed Person for the above project.

Your over-riding duty is to ensure that those lifting operations for which you are responsible are carried out in accordance with an agreed safe system of work. This may include reference to:

- Any schedule of common lifts, Lifting Operations Assessment Forms and method statements with which the Appointed Person may provide you.

You are hereby given authority to stop any lifting operations if:

- There is any doubt or concern over the safety of such operations, or
- The behaviour of persons involved is not in accordance with the safe systems of work, or
- Circumstances change from those anticipated when the lift was planned.

Before accepting this appointment, you must have attended the approved "Crane Supervisor" course and hold current CPCS Crane Supervisor and Slinger Signaller cards.

The Appointed Person has assessed your practical slinging skills on site for a period not less than 30mins and will formally review your appointment at suitable intervals.

(Crane Supervisor)

(Signed Appointed Person)

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## Letter of Appointment for Slinger/Signaller

*Typical Letter of Appointment for a Slinger/Signaller – Action by the Appointed Person*

**Project Name:**

**Address:**

**Date:**

Dear

**Re:**

You are hereby appointed as the “Slinger/Signaller” for lifting operations on the above project, as defined in the “BS7121 Document” a copy of which is available.

This appointment is effective from \_\_\_\_ / \_\_\_\_ / \_\_\_\_

You are hereby responsible for carrying out all lifting operations associated with the general work, at , for which you will be briefed on by the Crane Appointed Person or Crane Supervisor for the above project, or by a deputy, in their absence.

Your over-riding duty is to ensure that those lifting operations for which you are responsible are carried out in accordance with an agreed safe system of work. This may include reference to, but not limited to:

- Any schedule of common lifts, Lifting Operations Assessment Forms and method statements with which the Appointed Person may provide.

You are hereby given authority to stop any lifting operations if:

- There is any doubt or concern over the safety of such operations, or
- The behaviour of persons involved is not in accordance with the safe systems of work, or
- Circumstances change from those anticipated when the lift was planned.

Other responsibilities include, but are not limited to:

- Ensuring that no lift takes place unless it is defined on a Schedule of Common Lifts or Lifting Plan
- Identifying lifts not covered by the Schedule of Common Lifts or Lifting Plan and informing the AP before proceeding.
- Being aware of crane movements within a designated section of works and communicating with site supervisors, Slinger / signallers, crane operators, other crane supervisors, etc.
- Identifying when and where booms of concrete pumps and MEWP's are being used and ensuring others are aware of their presence, re-defining crane movements where necessary.
- Ensuring that the communication from crane to crane and crane to Slinger/Signaller is adequate and reporting any necessary changes by advising the CS & AP where applicable.
- Ensure all lifting accessories used on site are stored and maintained appropriately
- Ensuring that cranes are operating on platforms/pads in accordance with the Method Statements and Briefing Sheets.
- Identifying and reporting crane or accessories defects and incidents that take place on site.
- At the start of each shift attend daily briefings with the CS, other S/S's & crane operators
- Providing feedback relating to any concerns raised on site to the Appointed Person(s).
- Attending crane team meetings as arranged by the Appointed Person.
- Carrying out regular checks on all lifting accessories and taking those that are showing excessive signs of wear and tear out of service.

Before accepting this appointment, you must have attended an approved “Slinger/Signaller” course and also received an element of practical training. In addition, you must hold a current and valid NPORS / CPCS Slinger/Signaller cards.



**A40(A)** All types-all duties: *Ability to undertake the role with a range of common types of lifting equipment including pick-and-carry duties.*

**A40(B)** All types-static duties: *Ability to undertake the role with a range of common types of static duty lifting equipment.*

The Appointed Person has assessed your practical slinging skills on site for a period not less than 30mins and will formally review your appointment at suitable intervals.

(Slinger/Signaller)

(Signed Appointed Person)

(Crane Supervisor)

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**Letter of Appointment for Crane Operator / Relief**

*Typical Letter of Appointment for a Crane Operator – Action by the Appointed Person*

**Project Name:**

**Address:**

**Date:**

Dear

**Re:**

You are hereby appointed as the "Crane Operator" for lifting operations on the above project, as defined in the "BS7121 Document" a copy of which is available.

This appointment is effective from \_\_\_\_ / \_\_\_\_ / \_\_\_\_

As the tower crane operator your responsibilities are:

- To operate the crane in a safe and efficient manner in accordance with the manufacturer's instructions and the site-specific lifting plan.
- To follow all site safety rules, including the wearing of PPE.
- To carry out basic maintenance duties, including pre and post start checks as specified by your employer and in accordance with the manufacturer's instructions.
- To keep all areas of the crane, including the crane cab, walkways, rest platforms and back jib, clear of unwanted and unhygienic materials.
- To ensure that all loose materials such as rope spray, grease canisters and spare components are stored securely and clear of walkways etc.
- To immediately report any breakdowns or faults with the crane to your supervisor on site and also, wherever possible, to the crane owner.
- To immediately report any possible situations or incidents that could endanger the health, safety and welfare of anyone on or in the vicinity of the site to your supervisor on site (this may not necessarily be connected with the lifting operation).
- To report any potential absences from work to both your supervisor on site and your employer, giving as much notice as possible to enable alternative arrangements to be made.
- To accurately complete all documents, such as timesheets, daily and weekly check sheets, and CPCS logbook, as required by your employer and the site.
- To ensure that you are not under the influence of drugs or alcohol when reporting for duty. Being under the influence of drugs or alcohol is generally considered to be gross misconduct resulting in dismissal.
- To operate the tower crane (if required) during erection, alteration, maintenance and dismantling by strictly following the directions of the person in charge of the operation.

Not to operate any override keys/limit switches unless specifically instructed to do so by the crane owner for the purposes of fault diagnosis or installation operation, or by the Appointed Person for emergency use or pre-planned special lifts.

Before accepting this role, you must have received appropriate CPCS training.

The Appointed Person has assessed your practical slinging skills on site for a period not less than 30mins and will formally review your appointment at suitable intervals.

(Signed Crane Operator/Relief)

(Signed Appointed Person)

(Crane Supervisor)

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## 9 Tower Crane Access Permits

Tower Crane Access Permit – <i>Frequent Visitors</i>	
Site:	
Tower Crane	
Description:	

Duration & Permit Holders				
From Date	Time	To	End Date	Time
Permit Holder Name:				
Reason for Access to Crane:				
Permit Holder Signature:				
This permit is issued for the period from:				
**The above-named person is permitted to access the tower crane to carry out their duties as states on this site for the allocated period.				
Permit Issued by:			Date:	
Zone One:		Zone Two:		Zone Three:
Print Name:				
Position:				
**Crane Supervisor needs to confirm that they are aware of the reason for others to access the crane and does not deem it a risk.				
Crane Supervisor Signature:			Date:	

Permit Cancelled				
Date	Time	By	Issuer Signature	Print Name



Tower Crane Access Permit – Frequent Visitors	
Site:	
Tower Crane	
Description:	

Duration & Permit Holders				
From Date	Time	To	End Date	Time
Permit Holder Name:				
Reason for Access to Crane:				
Permit Holder Signature:				
This permit is issued for the period from:				
<b>**The above-named person is permitted to access the tower crane to carry out their duties as states on this site for the allocated period.</b>				
Permit Issued by:			Date:	
Zone One:		Zone Two:		Zone Three:
Print Name:				
Position:				
<b>**Crane Supervisor needs to confirm that they are aware of the reason for others to access the crane and does not deem it a risk.</b>				
Crane Supervisor Signature:			Date:	

Permit Cancelled				
Date	Time	By	Issuer Signature	Print Name



# 10 Crane Team Meeting Agenda

Crane Team Meeting (Agenda and Minutes):		
Date of Meeting:		
Name:	Company	Position in Team





Lifting Logic Ltd

21 Carleton Road, Cheshunt, Waltham Cross, EN8 0BD  
Tel – 07522 668 267 Email – [adam.rankin@lifting-logic.co.uk](mailto:adam.rankin@lifting-logic.co.uk)

## LIFTING OPERATIONS MANAGEMENT PLAN

Prepared by: Adam Rankin CPCS: 03203006

of  
Lifting Logic Ltd  
For

**CARTER**

Project Name:	R G Carter			
Site Address:	Minster Close, Hatfield, AL10 9JN			
<b>Prepared by</b>	<b>CPCS No.</b>	<b>Date</b>		
Adam Rankin	03203006	15/09/2020		
<b>Approved by</b>		<b>Date</b>		
<b>Accepted by</b>		<b>Date</b>		

\*\*\*NOTE: THIS DOCUMENT MUST BE READ IN CONJUNCTION WITH LIFTING LOGIC LTD SCHEDULED SPECIFIC LIFTS WHICH CAN BE FOUND IN THE LIFTING MANAGEMENT FOLDER\*\*\*

Unauthorised use and/or duplication of this document are strictly prohibited, unless express written permission has been provided by the author and/or owner.

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**Points to cover -**

- Review of yesterday's / last week's lifting operations
- Incidents / Problems
- Revised Methods
- Future Lifts
- Future Cranes on Site
- New Methods
- Lifting Equipment Issues
- Results of routine inspections, any defects noted?
- New / replacement equipment needed?
- Thorough examination / testing requirements?
- Any other Business
- Date of Next Meeting

**Meeting Notes:**

**\*\*Distribution: All attendees**



## 11 Lifting Equipment

REGISTER OF LIFTING EQUIPMENT					
Cranes, Excavators, Hoists, Overhead Runways, Winches, Telehandlers, MEWP's					
Name of Owner/Hirer		Address of Site			
All certificates detailed below can be found in the Lifting Operations Management File					
Description of Lifting Appliance and means of identification	Date of Inspection	Thorough Examination Certificate Number	Name of Inspector & Company	Safe to Use	Next Inspection Due
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	



## 12 Register Lifting Accessories & Report

Register of Lifting Accessories (As per LOLER 1998)

REGISTER OF LIFTING ACCESSORIES					
Name of Owner/Hirer		Address of Site			
All certificates detailed below can be found in the Lifting Operations Management File					
Description of Lifting Appliance and means of identification	Date of Inspection	Thorough Examination Certificate Number	Name of Inspector & Company	Safe to Use	Next Inspection Due
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	



WEEKLY LIFTING ACCESSORY INSPECTION REPORT						
Lifting Operations and Lifting Equipment Regulations 1998. Provision and Use of Work Equipment Regulations 1998						
Construction (Design & Management) Regulation 2007						
Client:				Site Address:		
Date of Inspection	Serial Nos. / I.D. Nos.	Description of Lifting Accessory	S.W.L.	Details of items raised by inspection	Name of person conduction inspection	Signature of person conducting inspection

## 13 Lifting Management Plan & Crane Layout

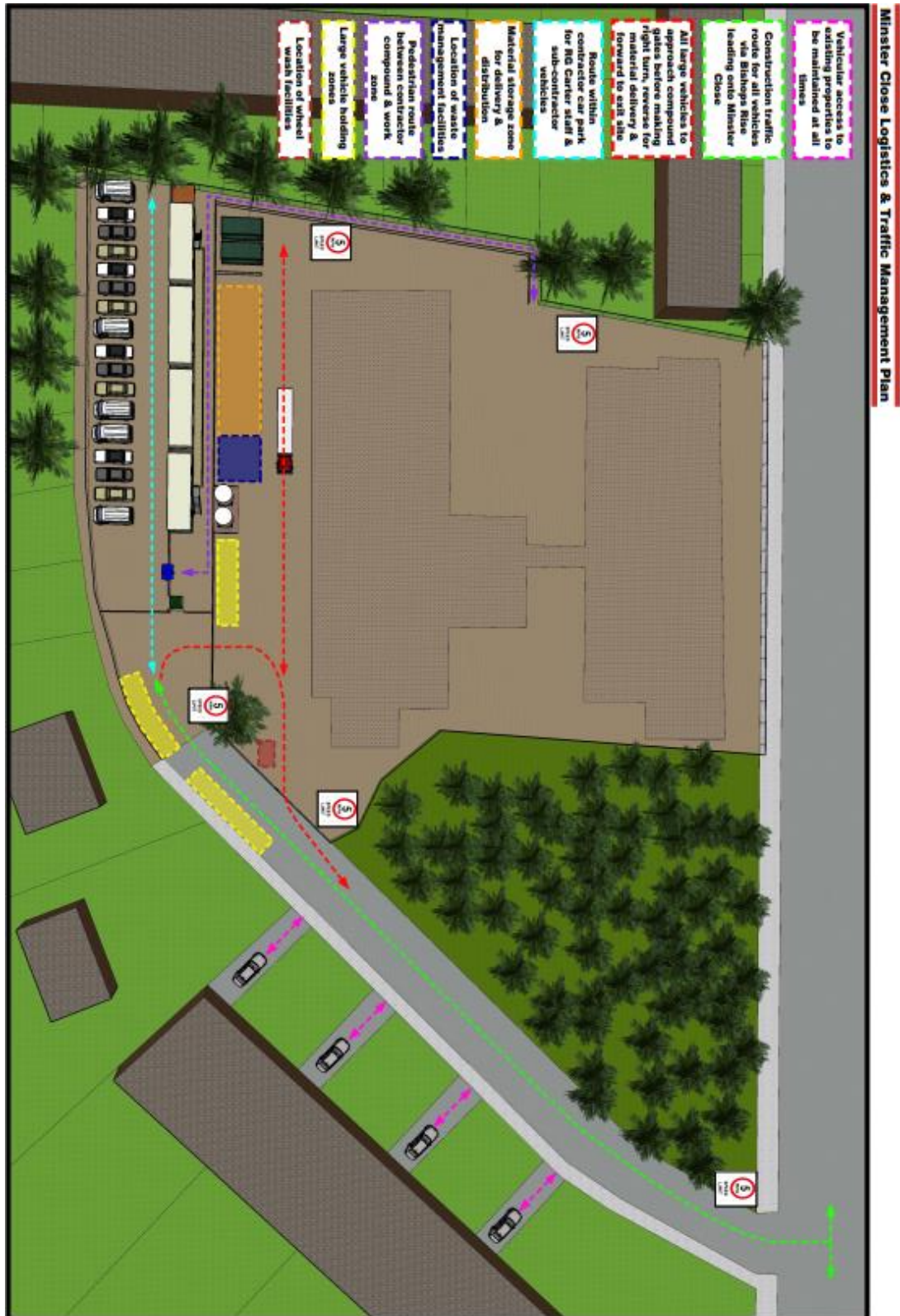
Crane Layout Drawing:-

**NOTE: PLEASE FIND DETAILED HARD COPY IN THE LIFTING MANAGEMENT FOLDER.**





## Logistics and Traffic Management;





[illegible]

## 14 Additional Operational Templates

### Additional Operational Templates

Following document templates:

- Hiab Pre-Lift check sheet
- Excavator Pre-Lift check sheet
- Moffett Pre-Lift check sheet

**\*\* Print as required. Once completed ensure ALL supporting documentation is attached to the back of each check sheet and filed within the appropriate Lift Management Folder.**



## 14.1 HIAB Pre-Lift Check Sheet

### HIAB PRE LIFT CHECK SHEET

To be fully completed before lifting operations commence with a HIAB/Lorry Loader on site.

**Part 1 – to be completed by the HIAB Operator**

**Part 2 – to be completed by a representative of Lifting Logic Ltd who is responsible for Lifting Operations on site**

This form MUST be kept on site in the Lifting Folder once completed.

<b>Site:</b>		<b>Date:</b>		<b>Vehicle Reg:</b>	
<b>Contractor:</b>		<b>Task/Load:</b>			

Part 1 – Operator/Driver			
Have you been briefed on a Safe System of Work (Method Statement/Lift Plan) for this lift?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been briefed on the emergency arrangements for this site?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you fit and well enough to carry out this task?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Are the Ground Conditions Suitable?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Are Additional outrigger supports required?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Are outriggers set as per manufacturer's instructions?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Are all hazards i.e. underground voids or services, overhead power lines etc. controlled?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Safe Working Load of Loader			
Thorough Examination Expiry date of machine/vehicle			
CSCS/CPCS/ALLMI or ITSSAR card number for all staff involved (operator/slinger etc.)			
Name	Role	Card Number	Expiry Date
Any issues or concerns regarding the safety of this operation?			
Operator's Declaration			
<p>I have been briefed or otherwise been made aware of the Safe System of Work for this lifting operation and at this time I have no concerns over the safety of this operation. I am aware that if concerns arise at any time, I must cease operations and contact the person responsible for the lifting operation. I am aware of site rules and emergency arrangements.</p> <p>Also, I have made the following checks on my vehicle today and no faults were found. I am satisfied that my vehicle is in a safe condition to operate:</p>			
<b>In Cab</b> Handbrake Interlock (if fitted) Height Warning Signs Stabiliser Hoses & Pipe Work Operator's Manual Operation of Control Levers/Remotes Hydraulic Fluid Hydraulic Oil Level Condition of Oil (visual/colour) Hydraulic Oil Leaks Condition of Hoses & Pipe work	<b>Attachments</b> Operation of Attachment (if fitted) Condition of Attachment Stowing of Attachment to vehicle Stabilisers Stabiliser Beam Cam-Locks Stabiliser Beam Secondary Locks Swing up stabiliser locks Loader Loader Operation Rated Capacity Indicator	Emergency Stop Switches Operation of Height Warning Device Additional Safety Systems Condition of Hook & Safety Catch Loader Stowing Device Attachment of Loader to Vehicle Lifting Gear Correct Lifting Accessories All lifting accessories within Thorough Examination date	
<b>Name:</b>		<b>Signature:</b>	<b>Date:</b>

## Part 2 – Lifting Logic Ltd Representative

**Complete the following details:**

Location of Lift (which area of site):	
Description of ground conditions:	
Any underground services or voids present?	
Any overhead services present?	
Are other people segregated:	
Any issues/concerns with the work area?	

**Please confirm the following have been addressed in the planning of the lift:**

Load Description	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Max Weight of Load	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Centre of Gravity	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Lifting accessories/attachments to be used and method of attachment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Wind speed when lifting must stop	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Any issues/concerns identified with the load or lifting operation**

--

### Lift Complexity

Environmental complexity (E)	3	Complex	Complex	Complex
	2	Intermediate	Intermediate	Complex
	1	Basic	Intermediate	Complex
		1	2	3

Load complexity (L)

1. **Simple.** A load that is common and something the operator has experience of lifting. Ground conditions that are flat, firm and level with good bearing capacity. Movement is a short distance, without complicating factors.
2. **Out of the ordinary.** A load that owing to its size, method of attachment or the unfamiliarity of the operator poses greater risk. Ground conditions which are less robust or a lift which is loading out at height or has other complicating factors. Proximity to public may also warrant a 2.
3. **Complex.** Unique load which owing to its size, method of attachment or other factors present high risk. Ground conditions which are poor or other environmental factors which as the confined nature of the area or close proximity to busy public areas which present significant risk.

**Lift Complexity (tick box)**

**Use the table above and information provided**

Basic	Intermediate	Complex
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For basic lifts then a generic Method Statement and Risk Assessment may be sufficient. For intermediate lifts then a site and task specific Risk Assessment and Method Statement will be required. Complex lifts require detailed planning. A detailed Risk Assessment and Method Statement should be produced including detailed and dimensioned drawings should be produced and the Appointed Person should be present on site for the lift.

### Lifting Logic Ltd Representative Declaration

I have reviewed the arrangements in place for this lifting operation and I am satisfied that the lifting operation has been planned with all foreseeable hazards being taken into account and the Safe System of Work is appropriate for the complexity of the lift. I have checked the training certification for those involved and then examination paperwork for the equipment to be used and they are in date. A Safe System of Work has been prepared for this operation and the operator has been briefed on it. The operator has been made aware of any environmental restrictions and the ground conditions.

Name:	Signature:	Date

## 14.2 Excavator Pre-Lift Check Sheet

### Excavator Pre Lift-Check Sheet

To be fully completed before lifting operations commence with an Excavator on site.

**Part 1 – to be completed by the Excavator Operator**

**Part 2 – to be completed by a representative of Lifting Logic Ltd who is responsible for Lifting Operations on site**

This form MUST be kept on site in the Lifting Folder once completed.

<b>Site:</b>		<b>Date:</b>		<b>Machine Details:</b>	
<b>Contractor:</b>		<b>Task/Load:</b>			

Part 1 – Operator/Driver					
Have you been briefed on a Safe System of Work (Method Statement/Lift Plan) for this lift?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your CPCS card include the additional category (A59C) 'Lifting Operations'?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you been adequately trained and had a familiarisation assessment for carrying out lifting operations on this machine type?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the excavator have a rated object handling capacity table in the cab or displayed clearly on the machine?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the rated lifting capacity of the excavator greater than 1 tonne?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the excavator have a boom lowering control device fitted to the main boom cylinder and an acoustic/visual warning device?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you switched on the acoustic/visual warning device?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
CPCS card number for all staff involved (operator/slinger/supervisor etc.)					
Name	Role	Card Number	Expiry Date		
Additional required considerations:					
Are the ground conditions suitable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will you ensure the machine is suitably stable prior to each lift?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has it been confirmed that the load is within the Safe Working Load of the excavator prior to lifting?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Can you confirm you understand that the slinger is the only person authorised to attach lifting accessories and control the safe movement of the load?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you aware that the boom hitch must be free of all other attachments (buckets etc.) during lifting operations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you aware that the boom hitch must be tilted forward at all times during lifting operations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Additional Information: (Hazard/Mitigation Control)					
All accessories to have an in date Thorough Examination Certificate and be inspected prior to use. When attaching lifting accessories (shackles, slings, chains) to the hooking device or lifting point, care MUST be taken to ensure that they are able to hang free from twisting and obstruction at all times.					
Operator's Declaration					
I have been briefed or otherwise made aware of the Safe System of Work for this lifting operation and at this time have no concerns over the safety of this operation. I am aware that if concerns arise at any time, I must cease operations and contact the person responsible for the lifting operation. I am aware of the site rules and emergency arrangements. I can confirm that I have carried out and recorded the operators Daily Inspection Checks on my plant/equipment today and no faults were found. I am satisfied that my plant/equipment is in a safe condition to operate.					
<b>Name:</b>		<b>Sign:</b>		<b>Date:</b>	

<b>Part 2 – Lifting Logic Ltd Representative</b> <i>Complete the following details:</i>																				
Location of Lift (which area of site):																				
Description of ground conditions:																				
Suitable exclusion zone in place and appropriately managed:																				
Have all involved been briefed on and signed up to, the Excavators as Lifting Equipment TBT?																				
Any issues/concerns with the work area?																				
Please confirm the following have been addressed in the planning of the lift:																				
Load Description	Yes <input type="checkbox"/>	No <input type="checkbox"/>																		
Max Weight of Load	Yes <input type="checkbox"/>	No <input type="checkbox"/>																		
Centre of Gravity	Yes <input type="checkbox"/>	No <input type="checkbox"/>																		
Lifting accessories/attachments to be used and method of attachment	Yes <input type="checkbox"/>	No <input type="checkbox"/>																		
Thorough Examination expiry date of the machine	Yes <input type="checkbox"/>	No <input type="checkbox"/>																		
Any issues/concerns identified with the load or lifting operation																				
<b>Lift Complexity</b>																				
<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 5px;">Environmental complexity (E)</div> <table border="1" style="border-collapse: collapse; text-align: center;"> <tr> <td style="width: 30px; background-color: #cccccc;">3</td> <td style="width: 100px; background-color: red; color: white;"><b>Complex</b></td> <td style="width: 100px; background-color: red; color: white;"><b>Complex</b></td> <td style="width: 100px; background-color: red; color: white;"><b>Complex</b></td> </tr> <tr> <td style="background-color: #cccccc;">2</td> <td style="background-color: orange; color: black;"><b>Intermediate</b></td> <td style="background-color: orange; color: black;"><b>Intermediate</b></td> <td style="background-color: red; color: white;"><b>Complex</b></td> </tr> <tr> <td style="background-color: #cccccc;">1</td> <td style="background-color: yellow; color: black;"><b>Basic</b></td> <td style="background-color: orange; color: black;"><b>Intermediate</b></td> <td style="background-color: red; color: white;"><b>Complex</b></td> </tr> <tr> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;">1</td> <td style="background-color: #cccccc;">2</td> <td style="background-color: #cccccc;">3</td> </tr> </table> </div> <div style="text-align: center; margin-top: 5px;">Load complexity (L)</div>			3	<b>Complex</b>	<b>Complex</b>	<b>Complex</b>	2	<b>Intermediate</b>	<b>Intermediate</b>	<b>Complex</b>	1	<b>Basic</b>	<b>Intermediate</b>	<b>Complex</b>		1	2	3	<p>1. <b>Simple.</b> A load that is common and something the operator has experience of lifting. Ground conditions that are flat, firm and level with good bearing capacity. Movement is a short distance, without complicating factors.</p> <p>2. <b>Out of the ordinary.</b> A load that owing to its size, method of attachment or the unfamiliarity of the operator poses greater risk. Ground conditions which are less robust or a lift which is loading out at height or has other complicating factors. Proximity to public may also warrant a 2.</p> <p>3. <b>Complex.</b> Unique load which owing to its size, method of attachment or other factors present high risk. Ground conditions which are poor or other environmental factors which as the confined nature of the area or close proximity to busy public areas which present significant risk.</p>	
3	<b>Complex</b>	<b>Complex</b>	<b>Complex</b>																	
2	<b>Intermediate</b>	<b>Intermediate</b>	<b>Complex</b>																	
1	<b>Basic</b>	<b>Intermediate</b>	<b>Complex</b>																	
	1	2	3																	
<b>Lift Complexity (tick box)</b>			Basic	Intermediate																
Use the table above and information provided			<input type="checkbox"/>	<input type="checkbox"/>																
<p>For basic lifts then a generic Method Statement and Risk Assessment may be sufficient. For intermediate lifts then a site and task specific Risk Assessment and Method Statement will be required. Complex lifts require detailed planning. A detailed Risk Assessment and Method Statement should be produced including detailed and dimensioned drawings should be produced and the Appointed Person should be present on site for the lift.</p>																				
<b>Lifting Logic Ltd Representative Declaration</b>																				
<p>I have reviewed the arrangements in place for this lifting operation and I am satisfied that the lifting operation has been planned with all foreseeable hazards being taken into account and the Safe System of Work is appropriate for the complexity of the lift. I have checked the training certification for those involved and then examination paperwork for the equipment to be used and they are in date. A Safe System of Work has been prepared for this operation and the operator has been briefed on it. The operator has been made aware of any environmental restrictions and the ground conditions.</p>																				
Name:		Sign:		Date:																

## 14.3 Moffett Pre-Lift Check List

### Moffett Pre Lift Check Sheet

To be fully completed before lifting operations commence with a Moffett on site.

**Part 1 – to be completed by the Moffett Operator**

**Part 2 – to be completed by a representative of Lifting Logic Ltd who is responsible for Lifting Operations on site**

This form MUST be kept on site in the Lifting Folder once completed.

Site		Date		Machine Details	
Contractor		Task/Load			

Part 1 – Operator/Driver					
Have you been adequately trained and hold a valid current operator licence confirming your competence to operate this machine type?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you had a familiarisation assessment for carrying out lifting operations on this machine type?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have written authorisation to operate this plant/equipment?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a current in date Thorough Examination certificate for this plant/equipment?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you carried out the operator daily checks and recorded the condition of the forklift in the log book and signed it?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the plant/equipment have any recorded faults?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have all faults previously reported (if any) been put right by a trained competent engineer?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has your employer provided you with a method statement for this operation?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
CPCS card number for all staff involved (operator/slinger/supervisor etc.)					
Name	Role	Card Number	Expiry Date		
Additional required considerations:					
Are the ground conditions suitable for safe operation, paying special attention to inclines/rough ground, particularly wet surfaces?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will you ensure that the vehicle stabilisers are deployed prior to raising or lowering of loads as per manufactures instruction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has it been confirmed that the load is within the Safe Working Load of the moffett prior to lifting?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will you ensure that you drive carefully and slowly, look in the direction of travel and sound horns at corners, doorways or any obstructions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will you ensure that you do NOT operate this plant/equipment outside its rated capacity or turn or travel with an elevated load?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will you ensure that you strictly adhere to your operational exclusion zone/designated plant traffic route?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Additional Information: (Hazard/Mitigation Control)					
Operator's Declaration					
I have been briefed or otherwise made aware of the Safe System of Work for this lifting operation and at this time have no concerns over the safety of this operation. I am aware that if concerns arise at any time, I must cease operations and contact the person responsible for the lifting operation. I am aware of the site rules and emergency arrangements. I can confirm that I have carried out and recorded the operators Daily Inspection Checks on my plant/equipment today and no faults were found. I am satisfied that my plant/equipment is in a safe condition to operate.					
Name:		Sign:		Date:	

<b>Part 2 – Lifting Logic Ltd Representative - Complete the following details:</b>			
Location of Lift (which area of site)			
Description of ground conditions			
Suitable exclusion zone in place and appropriately managed.			
Have all involved been briefed on and signed up to, the Excavators as Lifting Equipment TBT?			
Is there a vehicle Banksman to assist with the plant movement around site?			
Any issues/concerns with the work area?			
<b>Please confirm the following have been addressed in the planning of the lift:</b>			
Load Description	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Max Weight of Load	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Centre of Gravity	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
All loads correctly palletised?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Delivery vehicle parked in designated space	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Any issues/concerns identified with the load or lifting operation	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Operator licence, written authorisation, seen/copied/attached to this document.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Thorough Examination Certificate, seen/copied/attached to this document	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Daily checks log, seen/copied/attached to this document	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Moffett Logbook, completed/seen/copied/attached to this document	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Manufacturers handbook with machine	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Route checked for off/on loading	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Exclusion Zone in place and appropriately managed.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Correct PPE worn	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Lift Supervisor present on site	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Any issues/concerns identified with the load or lifting operation</b>			
<b>Additional Information: (Hazard/Mitigation control)</b>			
<b>Lifting Logic Ltd Representative Declaration</b>			
I have reviewed the arrangements in place for this lifting operation and I am satisfied that the lifting operation has been planned with all foreseeable hazards being taken into account and the Safe System of Work is appropriate for the complexity of the lift. I have checked the training certification for those involved and then examination paperwork for the equipment to be used and they are in date. A Safe System of Work has been prepared for this operation and the operator has been briefed on it. The operator has been made aware of any environmental restrictions and the ground conditions.			
Name:		Sign:	
Date:			



IN WITNESS whereof the parties have executed this Agreement as a Deed on the day and year first before written

THE COMMON SEAL of )  
HERTFORDSHIRE COUNTY COUNCIL )  
was hereunto affixed )  
in the presence of :- )

[REDACTED]  
Daniel Stevens  
Principal Solicitor  
*Authorised Signatory*



Executed as a Deed by )  
Affixing the Common Seal of )  
WELWYN HATFIELD BOROUGH COUNCIL )  
In the presence of )  
[REDACTED]  
Duly Authorised Officer )



Executed as a Deed on behalf of )  
R G CARTER CAMBRIDGE LIMITED )  
Acting by a Director )  
in the presence of :- )

Witness

Name

*R.T. MUMFORD*

Address

Drayton, Norwich, NR8 6AH

Date 26 March 2021

**HERTFORDSHIRE COUNTY COUNCIL**

- and -

**WELWYN HATFIELD BOROUGH COUNCIL**

- and -

**R G CARTER CAMBRIDGE LIMITED**

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Oversail Licence pursuant to S.178  
Highways Act 1980 for highways adjacent to  
Land on the east side of Bishops Rise,  
Hatfield (Minster House, Minster Close,  
Hatfield)

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QUENTIN BAKER  
Chief Legal Officer  
County Hall  
Hertford  
SG13 8DE

REF: 15533