

Lifting Operations Guidance Note

Purpose

To advise and guide Harbour and Pier Users of the Fife Council requirements for undertaking any lifting operation at a Fife Council Harbour or Pier. To ensure that all lifting operations are carried out in compliance with both the Lifting Operations and Lifting Equipment Regulations (LOLER) and the Provision and Use of Work Equipment Regulations (PUWER).

Requirements

All requests for lifting operations at a Fife Council Harbour or Pier must be submitted to the Harbours@fife.gov.uk email address at least five (5) working days ahead of any proposed lifting operation.

Before a lifting operation can be authorised the following information must be provided to the Flooding, Shoreline, & Harbours Team by the lifting contractor used by the vessel owner(s): -

- 1) The appropriate 12 monthly thorough examination certificates of all lifting equipment (cranes / lorry mounted cranes) and the 6 monthly thorough examination certificates for all lifting accessories (slings, hooks, shackles and eyebolts),
- 2) An up to date record of the crane / lorry mounted crane operators' qualifications and the qualifications of the "competent person" acting as Lift Supervisor if different,
- 3) A valid certificate of insurance.

In addition, the owner(s) of the vessel(s) or the organisation responsible for the lifting operation must have in their possession the following (but these do not need to be provided to Fife Council): -

- a) A completed lift plan,
- b) A suitable and sufficient risk assessment.

(Both of which must have been completed by a competent person (both of these documents must be able to be produced when requested by an enforcing authority e.g. the HSE)).

For further information on what is required to plan and carry out safe lifting operations please go to <https://www.hse.gov.uk/work-equipment-machinery/planning-organising-lifting-operations.htm>

Notes for Planning Lifts: -

- The Harbour Master must be present during all lifting operations and these must take place during Harbour Office opening hours, unless otherwise agreed with the Harbour Master,
- Lift organisers must exclude the general public from the area used for the lifting operations using barriers / cones / hazard tape and a crowd control marshall(s),
- The Harbour Master must not be described in the Lift Plan in a supervisory / crowd control role, as they are not able to be part of the Lifting Operations,
- A minimum edge distance of 2m is required between the centre of any pad and the pier edge to reduce the risk of damage to the piers.

Emergency lifts (e.g. if a damaged vessel needs lifted to prevent sinking, etc.)

Where possible damaged vessels should be beached / slipped in liaison with the Harbour Master and repaired (temporarily or permanently) in situ.

Where there is a genuine emergency and time is of the essence, a rapid lift of a boat will still have to be authorised by the Harbour Master. The Harbour Master must be presented with all of items 1), 2), & 3) noted above in advance of the lift taking place. The only dispensation offered to the vessel owner(s) / organisation responsible for the lift would be that a generic lift plan and risk assessment may be used. The Harbour Master must still be present during the emergency lift, unless otherwise agreed with the Harbour Master. The vessel owner(s) / organisation responsible for the lift shall still be responsible for excluding the general public from the area used for the lifting operations. In exceptional circumstances the Harbour Master may be able to assist this latter element by closing off a pier and keeping the public off the pier during the lifting operation.