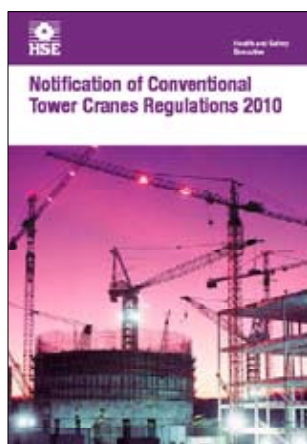


Notification of Conventional Tower Cranes Regulations 2010

Guidance on complying with the Regulations



This is a web-friendly version of leaflet INDG437, published 01/10.

1 The Notification of Conventional Tower Cranes Regulations 2010 (the 'Regulations') come into force on 6 April 2010. The Regulations require certain information about conventional tower cranes used on construction sites to be notified to the Health and Safety Executive (HSE).

2 This leaflet sets out:

- (a) the types of tower crane that need to be notified to HSE;
- (b) who needs to ensure notification is made;
- (c) when the notification needs to be made;
- (d) what information needs to be notified; and
- (e) how the information should be notified.

Which tower cranes need to be notified?

3 The Regulations require **conventional tower cranes** used on **construction sites** to be notified to HSE.

4 A conventional tower crane is defined in the Regulations as a 'slewing jib type crane with jib located at the top of a vertical tower and which is assembled on a construction site from components'.* This includes, but is not limited to, such cranes with horizontal or luffing jibs and slewing rings at the base or top of the tower. These tower cranes are usually installed (and dismantled) with the assistance of another crane and, as a result, are sometimes referred to as 'assisted erected cranes'.

5 All conventional tower cranes erected on construction sites† need to be notified to HSE. That is, all such cranes used to construct new buildings and structures or refurbish or demolish existing ones.

6 The duty to notify does **not** apply to other types of tower cranes such as self-erecting tower cranes** or any other types of crane, eg mobile cranes. Nor does the duty apply to tower cranes on sites other than construction sites.

* This follows the definition in BS 7121-5:2006. *Code of Practice for safe use of cranes. Tower Cranes.*

† Defined in regulation 2(1) of the Construction (Design and Management) Regulations 2007 as including 'any place where construction work is being carried out or to which workers have access but does not include a workplace within it which is set aside for purposes other than construction work'.

** Defined in BS 7121-5:2006 as 'a jib type crane with jib located at the top of a slewing tower which is a pre-assembled unit transported to site and deployed from its travelling configuration for use'.

Who should ensure HSE is notified?

7 The duty to ensure that HSE is notified applies to employers (including self-employed persons) in relation to conventional tower cranes 'provided for use or used by their employee at work'. It also applies to any person who has, to any extent, control of the use of such cranes or the way in which they are used, including anyone who uses them or who supervises or manages their use.

8 There may be several employers who make use of the same crane on a site. However, **only one notification** is required for that crane when it is installed on a particular site and, if necessary, on certain occasions thereafter (see paragraph 10). The duty to ensure notification should fall, therefore, on the employer on a site who has primary responsibility for the safety of the crane – its safe installation, operation and eventual dismantling.

9 What this means in practice is that **whoever has the responsibility for ensuring that the crane is thoroughly examined by a competent person (as required by LOLER*) should also ensure that the notification is made to HSE.** Responsibility for notifying HSE should be agreed between the various parties (Principal Contractor, other contractors, crane supplier etc) bearing this in mind. But, in most cases, responsibility will usually fall either to the Principal Contractor or the contractor appointed by the Principal Contractor to provide all on-site crane services.

When does notification need to be done?

10 HSE should be notified within 14 calendar days from, and including, the date of any thorough examination of the conventional tower crane required by LOLER. That is:

- (a) following the crane's installation and before being put into use for the first time on a particular site;
- (b) when the crane is reconfigured on site, eg when the height of the mast is altered;
- (c) when the crane stays on-site long enough for the existing thorough examination to expire;
- (d) if exceptional circumstances liable to jeopardise the safety of the crane have occurred.

In each of these circumstances, the crane can be used as soon as it has been thoroughly examined. The Regulations do not prevent a crane's use in the 14-day period after its thorough examination within which notification is required.

11 Where a crane is not thoroughly examined within 14 days of its installation, HSE must still be notified of certain items of information (see paragraph 14).

12 In the case of a conventional tower crane which is already installed on a construction site, and which has already been thoroughly examined when the Regulations come into force (6 April 2010), the relevant information about the crane (see paragraph 13) needs to be notified to HSE within 28 days of that date.

* Regulation 9 of the Lifting Operations and Lifting Equipment Regulations 1998.

What information needs to be notified?

13 The following information should be notified to HSE whenever a conventional tower crane is thoroughly examined:

- (a) the name and address of the owner or lessor of the conventional tower crane – ie the name and address of the company providing the crane for use on the site. This will normally be the crane hire company but sometimes might be the company acting as Principal Contractor where it owns the crane;
- (b) the address of the construction site at which the crane has been installed;
- (c) information sufficient to identify the crane including, where known, its date of manufacture. This could include information about its location on the construction site, the crane serial number on the slewing section, the colour of the crane and, where there are a number of cranes on the site, the crane number;
- (d) the date of the thorough examination;
- (e) the name and address of the employer for whom the thorough examination was made; and
- (f) whether the thorough examination revealed any defects involving imminent risk of serious personal injury.

14 If a conventional tower crane is not thoroughly examined within 14 days of its installation, then the following information should be notified to HSE as soon as is reasonably practicable (normally this should be within a further 14-day period):

- (a) the name and address of the owner or lessor of the conventional tower crane (see paragraph 13(a));
- (b) the address of the construction site at which the crane has been installed; and
- (c) information sufficient to identify the crane (see paragraph 13(c)) including, where known, its date of manufacture;

plus the following information within 14 days of the eventual completion of the thorough examination:

- (d) the date of the thorough examination;
- (e) the name and address of the employer for whom the thorough examination was made; and
- (f) whether the thorough examination revealed any defects involving imminent risk of serious personal injury.

How should the appropriate information be notified to HSE?

15 There will be two ways to notify HSE of the information required when the Regulations come into force on 6 April 2010:

- Online at <http://www.craneregister.org.uk>;
- By post by completing a form which can either be downloaded from the above website, or by contacting HSE's Infoline (contact details below) for a form and returning it, completed, to:

HSE Cranes Register, Health and Safety Executive, Field Operations Division,
London Divisional Administrative Office, Rose Court, 2 Southwark Bridge,
London SE1 9HS

Unfortunately, HSE cannot accept telephone or fax notifications.

Payment

16 A fee is payable to HSE for each notification made. Where a notification is made in two parts because there has been a delay in carrying out the thorough examination (see paragraph 14), only one fee will need to be paid when the second part is completed. The amount to be paid and the methods of payment available can be found by referring to the web pages or by contacting HSE's Infoline.

Further information

HSE priced and free publications can be viewed online or ordered from www.hse.gov.uk or contact HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165 Fax: 01787 313995. HSE priced publications are also available from bookshops.

For information about notifying conventional tower cranes on construction sites to HSE or other health and safety matters contact HSE's Infoline Tel: 0845 345 0055 Fax: 0845 408 9566 Textphone: 0845 408 9577 e-mail: hse.infoline@natbrit.com or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

Further best practice guidance on crane safety, including their inspection, maintenance and thorough examination, can be found on the Strategic Forum for Construction Plant Safety Group's website: <http://www.cpa.uk.net/p/Plant-Safety-Group/>.

This leaflet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

This leaflet is available in priced packs of 15 from HSE Books, ISBN 978 0 7176 6392 7. Single copies are free and a web version can be found at www.hse.gov.uk/pubns/indg437.pdf.

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