

MANUAL HANDLING POLICY

Corporate Policy Document

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Policy owner	Shaye Grant, Managing Director
Approved by	Shaye Grant, Managing Director
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DOCUMENT CONTROL

Version History

Version	Date	Description of change	Author
1.0	22nd July 2026	First issue	S. Grant

Approval

Name	Position	Signature and date
Shaye Grant	Managing Director	<i>Shaye Grant</i> 22nd July 2026

Distribution

This policy is issued to all directors, employees, workers and sub-contractors of Grants Electrical Solutions Ltd, forms part of induction, and is available to clients and other interested parties on request.

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1 POLICY STATEMENT

- 1.1 Grants Electrical Solutions Ltd complies with the Manual Handling Operations Regulations 1992, avoiding hazardous manual handling where reasonably practicable, assessing what cannot be avoided, and reducing the risk of injury so far as reasonably practicable.

2 ARRANGEMENTS

- 2.1 Deliveries of heavy materials, including cable drums, distribution boards, trunking and containment, are planned to minimise carrying, using supplier delivery to point of use, mechanical aids, sack trucks and team lifts. Loads are broken down where possible, and operatives are trained in safe lifting technique at induction, with task specific assessment for regular or awkward handling. Any handling injury or strain is reported immediately.

3 NON-COMPLIANCE

- 3.1 Breach of this policy by an employee is a disciplinary matter which may amount to gross misconduct. Breach by a sub-contractor is a breach of their terms of engagement.

4 REVIEW

- 4.1 This policy is reviewed at least annually by the Managing Director and following any incident or change in legislation or the business, with changes recorded in the version history.

Signed for and on behalf of Grants Electrical Solutions Ltd

Signed: *Shaye Grant*

Shaye Grant, Managing Director Date: 22nd July 2026