

IMPERIAL

Manual Handling Code of Practice

Imperial Property Division

Version: V2

Date: January 2025

Historic reference code: CSM11

Introduction

This policy outlines how the Property Division complies with the Manual Handling Operations Regulations 1992(as amended 2002) to 'reduce the risk associated with manual handling so far as is reasonably practicable' concerning the transportation of materials to and from Imperial College London construction sites.

The term 'manual handling' describes any task where human effort is needed to move an object, including lifting, lowering, pushing or pulling. Manual handling is a leading cause of workplace injuries, these injuries can have long-term effects, impacting earning potential and quality of life for individuals. The aim of this policy is to reduce manual handling injury risks and provide guidance on measure to ensure the safety of individuals involved in material transport during construction activities.

Code of Practice

Imperial aims to prevent poor manual handling techniques **by** eliminating risks where possible and reducing remaining risk using mechanical aids, such as pallet trucks or trolleys. Competent persons will assess manual handling activities, ensuring identified risks are minimised to the lowest level reasonably practicable.

This policy intends to:

- Produce a suitable risk assessment based on industry best practice.
- Identify and provide mechanical handling aids where appropriate.
- Plan work schedules to minimise the need for manual handling.
- Provide manual handling training for employees who require it.
- Use Daily Activity Briefings (DABs) to review and discuss relevant Risk Assessments and Method Statements (RAMS) with the team to ensure task adequacy.

The following TILE factors will guide the assessment:

- Task
- Individual
- Load
- Environment

Task

During project work on Imperial sites there are manual handling risks during the unloading and loading of materials around site and onto delivery vehicles. Mechanical aids, such as hi-ab vehicles, tail lifts and Moffett truck mounted forklifts, can assist in the unloading process.

Once materials are unloaded, the task should be assessed to determine if mechanical aids or tools are needed for movement. If operatives are required, team lifts should be considered, with appropriate training, supervision and safety measures in place.

Imperial will require evidence of controls being used on construction sites where elimination is not possible and manual handling is required. Appendix 1 provides examples of mechanical aids that can be used on Imperial construction sites where elimination is not possible.

Individual

Operative must be assessed for age, body weight, physical fitness, and work knowledge to ensure they are fit for the task. Personal limitations should be considered, and operatives should not attempt tasks beyond their capability. Assistance must be sought when necessary.

Individuals involved in lifting and carrying must receive proper instruction, training and information to minimise injury risk. Managers and supervisors must ensure manual handling

IMPERIAL

assessments are conducted, with relevant records kept, and ensure employees are supervised and trained appropriately. Special arrangements should be made for individuals with health conditions that may be affected by manual handling.

Before starting work, operatives must receive training on manual handling. The supervisor will identify and review training needs, providing refresher training as needed. DABs should be used to discuss and agree on the methodology with the team to ensure everyone is aligned on the task.

Load

Operatives must be informed of the weight loads and objects that have eccentric weight distribution. Poor lifting and carrying techniques can lead to discomfort and injury, potentially causing permanent effects. These risks can be reduced by following these precautions:

- Comply with formalised work systems for the activity.
- Use lifting aids, such as trolleys and equipment, whenever possible.
- Ensure regular rest breaks during repetitive manual handling to prevent fatigue.
- Keep walkways clear from obstruction.
- Use Personal Protective Equipment (PPE) as required.
- Report manual handling concerns to a responsible person immediately.

Environment

Many work locations at Imperial are shared with multiple users and departments, resulting in limited storage space.

Therefore, during procurement, it's crucial to consider material size and manage smaller delivery appropriately when stored in work areas. Similarly, construction site tidiness should be regularly monitored, and storage areas kept clear using moveable racks and bins as needed.

Control Measures Where manual handling cannot be avoided, contractors must implement the following hierarchy of controls:

- **Elimination:** Design out the need for manual handling.
- **Engineering Controls:** Use mechanical aids such as hoists, trolleys, or forklifts.
- **Administrative Controls:** Schedule sufficient breaks, rotate tasks, and enforce safe practices.
- **Personal Protective Equipment (PPE):** Provide gloves, safety footwear, or other relevant equipment.

IMPERIAL

Training and Awareness: All contractors must ensure their employees receive adequate manual handling training. Training should include:

- Proper lifting techniques.
- Use of mechanical aids.
- Recognition of manual handling risks.
- Reporting procedures for manual handling injuries or hazards.

Monitoring and Review: Imperial's Property Division will:

- Monitor contractors' compliance with this policy through site inspections.
- Review manual handling incidents to identify trends and suggest corrective actions to contractors.
- Update this policy regularly or as required by changes in legislation or best practices.

Reporting and Incident Management: All manual handling-related injuries or near misses must be reported to the site manager and documented in their incident reporting system. Contractors must cooperate in any investigations and implement any corrective actions required by Imperial.

Non-Compliance: Any policy breaches will be addressed with the Site Manager to ensure timely improvements. The final inspection score for breaches will be reviewed and agreed with the site management team before the report is issued.

Failure to comply with this policy may result in the suspension of work, depending on the severity of the breach.

Document Revision Dates

Version	Date	Reason
V1	March 2016	Policy Created.
V2	January 2025	Policy reviewed, procedures and processes reviewed. Organisational chart information updated where mentioned. Branding updated.

Appendix 1

Best Practice Construction Aids

Good Practice Aids (Materials)	Example Image
<p>Trolleys (Pipework, general materials)</p>	
<p>Wheels (Tubular systems)</p>	
<p>Pallet Trucks (Deliveries on pallets, materials moved to pallets for storage). Trucks can be motorised or hand pumped.</p>	

IMPERIAL

	
Glass Handling Units	
Mini Hoists (Lifting of duct work to height)	 
Pallets & Ramps (Safe movement of materials avoid any changes in ground levels)	

IMPERIAL

	 
Loading Out and Storage	
Miscellaneous (removal of heavy waste)	
Moveable Storage Units	

IMPERIAL

