

Guidance

G1026

Manual handling risk assessment guidance

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1 Purpose

The purpose of this document is to assist competent London Underground (LU) manual handling assessors complete the manual handling assessment form ([F1026](#)).

2 Scope

This document is for London Underground manual handling assessors only.

3 Guidance

- 3.1 The purpose of manual handling risk assessment is to enable the employing manager to make a valid decision regarding the control measures necessary to prevent or adequately control the risk of musculoskeletal disorders to staff when undertaking their work activities.

4 Risk assessment

4.1 Work place risk assessment (WRA)

- 4.1.1 To carry out a risk assessment for Manual Handling you must first ensure that a Workplace risk assessment (WRA) has been completed for the activities you are concerned with. This identifies any activities that may cause musculoskeletal disorders or other health risks from manual handling.

4.2 Manual handling risk assessment

- 4.2.1 A competent manual handling risk assessor must undertake an initial manual handling risk assessment for all manual handling tasks rated as high or medium risk on WRAs.
- 4.2.2 TfL manual handling assessment form F1026 is used for all manual handling risk assessments. Completing sections A and B together comprises a full and detailed manual handling risk assessment.
- 4.2.3 The reference number is determined by using the WoCRA database reference for the WRA and adding a number for the corresponding manual handling assessment/s. For example: 7654-1, 7654-2 (there are two handling tasks associated with one WRA).
- 4.2.4 The associated references section refers to any related risk assessments or work instructions. Add their reference number in here so people can refer to them if necessary.

4.3 Section A of form F1026

- 4.3.1 Section A captures information that is used to decide on whether a detailed risk assessment is necessary.
- 4.3.2 The HSE have developed a filter that can be used to quickly assess whether a manual handling activity is low risk or not. The task and load are evaluated and compared to the HSE filter (provided in sections 4.3.5, 4.3.6, 4.3.7, 4.3.8 below). If a task is not complex and easily falls within the filter then a detailed risk assessment is not required beyond filling in section A of F1026.

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- 4.3.3 The exception to this is if there are individual employees who may be at increased risk, e.g. new or expectant mothers or young workers, in which case a separate risk assessment is required. For further information refer to the [Workplace Risk Assessment](#) page on Working at TfL.
- 4.3.4 The filter can be used when the load is easy to grasp, the task is not complex and there is a good working environment, clear of other hazards. If these conditions do not exist, a detailed risk assessment will have to be completed. The filter is only suitable for the following tasks:
- lifting and lowering
 - carrying for short distances
 - pushing and pulling
 - handling while seated
- 4.3.5 Lifting and lowering. The filter can only be used if the load is easy to grasp and the environment is clear and well-lit. The filter assesses the weight of a load and the position it is carried in, for example:
- A female carries a 10kg weight at elbow height, held against her body, this falls within the filter and therefore is low risk.
 - A male lifts or lowers a 7kg weight, held at full arms distance away at mid lower leg height or below. This is outside the filter and the task should be further risk assessed.

If the task involves handling movements in more than one of the boxes, the smallest figure applies. For example, a male lifts a load off a table at elbow height, holds it next to his body and lowers it to ground level. In this situation, the 10kg weight applies which means the task only needs further assessment if the load is greater than 10kg.

If the task is repetitive (over 30 repetitions per hour), there is twisting involved or the load is not easy to grasp, then the weight allowances are not valid so a full risk assessment is required.

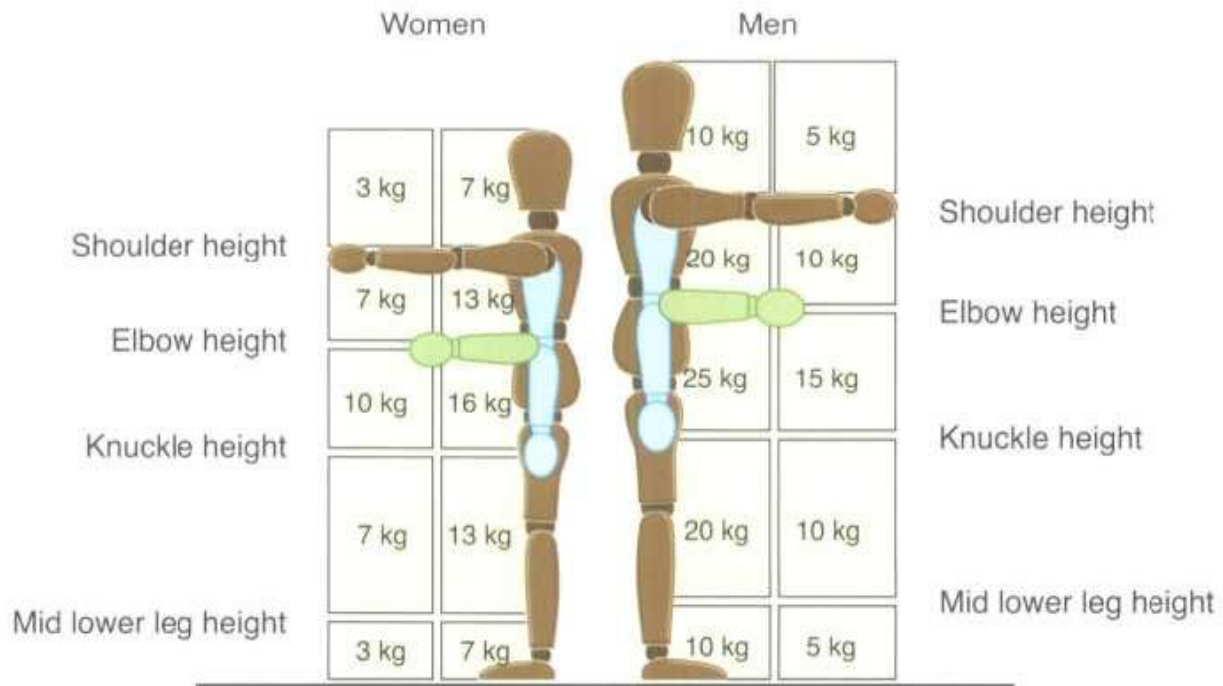


Figure 1: Lifting and lowering filter

4.3.6 Filter for carrying. Section B of form F1026 will need to be completed for all carrying operations if:

- the load is carried over 10 metres without resting; or
- the load is carried with the individuals hands positioned below knuckle height or above elbow height

4.3.7 Pushing and pulling. This only applies to pushing and pulling activities where the load is slid, rolled or supported on wheels. Part B of F1026 will need to be filled in if:

- the load is pushed or pulled over a distance of 20m or more
- the force required to start or stop the load is 20kg or more for males and 15kg or more for females (use the lowest figure if it is a mixed work force.)
- the force required to keep the load in motion is 10kg or more for males and 7kg or more for females. (use the lowest figure if it is a mixed work force.)