**RISK ASSESSMENT & METHOD STATEMENT**

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| Name of Assessor:  | David Shaftoe | Date: | 10th March 2022, Version 2 |
| Task Being Assessed: | **TRAILER USE, various locations, year-round** |
| Other RAMS to refer to: | **COVID-19, MINIBUS USE, RESIDENTIALS, WORKING WITH DISABLED PEOPLE** |
| Risk v Benefit analysis: | A trailer is an essential item when transporting large amounts of gear or heavy and bulky equipment. It reduces the risks of participants being injured by equipment. There are risks to do with trailer use, mainly due to poor manual handling, incorrect use and unfamiliarity with the trailer. |

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| What is the hazard? | Who might be harmed | How might people be harmed | Existing risk control measures | Risk Rating | Additional Controls | New risk rating (Residual) | Action / monitored by whom? | Action / monitored by when? |
| L | C | R | L | C | R |
| **Unroadworthy trailer** | StaffVolunteersMembers Road users | Unsafe trailer causes cause an accident and jeopardises the activity. | Regular checks of the trailer are carried outTrailer is serviced annually, and also as requiredBreakdown details are listed in the Crisis Management Plan carried in each vehicleSome spare parts (electrics lead and safety brake cable) carried | 2 | 5 | 10 | Defects formServicing sheets revised | 1 | 5 | 5 | Activity leader | Every time |
| **Participants** | Members  | Lack of understanding causes an accident | Members are not to help with any aspect of trailer use | 1 | 4 | 4 | None identified | 1 | 4 | 4 | Activity leader | Every time |
| **Manual Handling when loading / unloading or manually maneuvering the Trailer** | StaffVolunteers | Heavy weight / poor posture may cause injury to the person / people lifting and/or pushing. | Staff have manual handling training Manual handling posters/information leaflets can be distributed in the cellar area and/or amongst those who intend using the trailer Employees are discouraged from manually maneuvering, loading and unloading the trailer alone The person/people involved in loading and unloading will be briefed first by the leaderDisabled Members will be discouraged from helping with loading and unloading | 1 | 4 | 4 | None identified | 1 | 4 | 4 | Activity leader | Every time |
| **Slips, trips and falls** | StaffVolunteers | Injury due to:Stepping over the towing section of the trailerSlipping from the ramp when lowered.Trailer tipping when someone is inside | Encourage users to walk roundUse shoes with a good treadOnly enter the trailer when the legs are down or it is hooked up to the minibusActivity leader oversees loadingMembers discouraged from helping, except for passing bags to the loader | 1 | 3 | 3 | Trailer toolbox talk to be written | 1 | 3 | 3 | Activity leader | Every time |
| **Trailer** **Maneuvering** | StaffVolunteersMembers Road users | Unsafe use results in injury which could be fatal | All trailer drivers must have E1 entitlementInsurance cover is providedTraining is provided for trailer usersA Spotter is utilised when reversing or maneuvering trailerEnsure all members clear of area | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Activity leader | Every time |
| **Incorrect loading** | StaffVolunteersMembers Road users | Exceeding manufacturer’s guidelines for weight and loading results in the trailer being unstable in transit.  | The trailer check list, which is completed by the driver each time the trailer is used, covers a check for correct loading and weight distributionThe manufacturer’s guidelines outline the correct loading and unloading procedure. This is made available to each driver | 1 | 5 | 5 | Encourage trailer users to read the manufacturer’s guidelines before using the trailer Provide additional training for new or inexperienced trailer users  Record defects in a logKeep a register of competent trailer users with correct licence and insurance | 1 | 5 | 5 | Activity leader | Every time |
| **Incorrect hitching** | StaffVolunteersMembers Road users | Trailer comes loose and causes accident | Only signed off staff to hitch up trailerPay attention at all times. Check your work using a second person | 2 | 5 | 10 | Improve trailer induction | 1 | 5 | 5 | Activity leader | Every time |
| **Incorrect towing**  | StaffVolunteersMembers Road users | Accident involving trailer & towing vehicle causes serious injury or fatality | Drivers will be encouraged to take regular breaks when driving to avoid fatigue Encourage drivers to carry a torch, high visibility clothing and warning triangle to reduce the risk of further incidents at the site of an accident | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Activity leader | Every time |
| **Danger of violent behaviour** | StaffVolunteersMembers Public | Trailer or content becomes a target for theft | Park the trailer with the door up against a wall or immovable objectShackle the tandems together using the eyelets in the floorWherever possible do not leave the tandems loaded overnightUse all three locks – towing hitch x 2 and wheel clampIn the event of an emergency follow the Crisis Management Plan, and call 999 if appropriate | 1 | 4 | 4 | None identified | 1 | 4 | 4 | Activity leader | Every time |
| Method Statement: | 1. Follow manual handling guidelines when transporting the trailer.
2. Check the trailer is in good condition, especially tyres, tyre pressure and brake.
3. Always put down the ‘legs’ when the trailer is not in use.
4. Be mindful of slips, trips and falls when negotiating the trailer.
5. Disabled members are not to help with any aspects of trailer use beyond passing their bags to people loading the trailer.
6. Do a full lights check and check that the handbrake has not been left on before driving off.
7. Do not store the trailer with the handbrake on – the cable seizes up. Instead, put down the trailer legs and apply the wheel clamp.
8. Use all three locking devices when the trailer is not in use.
9. When the trailer is loaded, ensure it is parked up against a wall to prevent theft.
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| Signature of Reviewer: | David_Sig.jpg |

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|  | Severity of impact / consequences |
| Trivial | Minor injury | Over 3 day injury | Major injury | Incapacity or death |
| 1 | 2 | 3 | 4 | 5 |
| Likelihood | Highly unlikely | 1 | 1 | 2 | 3 | 4 | 5 |
| Unlikely | 2 | 2 | 4 | 6 | 8 | 10 |
| Possible | 3 | 3 | 6 | 9 | 12 | 15 |
| Probable | 4 | 4 | 8 | 12 | 16 | 20 |
| Certain | 5 | 5 | 10 | 15 | 20 | 25 |

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| Document Owner | **David Shaftoe** | Classification | **Internal Use** |
| Date of Issue | **04/07/20** | Date of Issue | **31/03/23** |