Everyone's Adventure

Cars, Vans and Trailers - Risk Assessment

The following document covers the hazards of transporting mobile outdoor activity equipment and the actions to be taken to reduce the risk of those hazards. All Everyone's Adventure staff will have access to appropriate first aid equipment and deal with incidents and emergencies inline with the Everyone's Adventures emergency action plan. This Document has helped form the operating document that all Everyone's Adventures staff work to. This document will be reviewed where appropriate.

Hazard	Who is at risk	Action taken to reduce risk
Hitching trailer to vehicle	Staff	Default routine is to connect trailer to vehicle prior to loading
		One person to take lead in controlling procedure
	Damage to vehicle from trailer	Trailer to be moved with enough people to keep it under control
		Default routine is to move vehicle to trailer
		Get someone to help guided the vehicle to the trailer
Incorrect attachment	All road users	Attachment to be checked by competent staff safety chain also attached
Light failure, structural failure, tyre failure	All road users	vehicles and trailer to be check regular and Daniel Pritchard made aware if any repairs are required.
		Pre use check completed by driver
Slip, trip or fall.		All to wear good footwear
Loading / unloading trailer	All road users	Capacity of trailer known and not exceeded
	Injury to staff from other road users	Use locations that do not expose people to the carriageway
		Place a sign out to warn oncoming traffic.
		Keep group away from road side
		Driver / lead staff able to dynamically risk assess location
		Staff brief manual handling
		Multiple people to lift heavier items
Loading/ unloading in the dark	staff	Activity planned to avoid darkness spotter used
		Keep a torch/ head torch in the vehicle.
		Keep Hi visibility vest in the vehicle.
Damage to equipment	clients	Driver will check how the equipment has been loaded to avoid anything being crushed or moving.
Goods falling from trailer or roof rack	all road users	Check the trailer is not overloaded.
		Multiple straps should be used to secure the load.
		The trailer and vehicle should be check by all members of staff present.
Towing trailer	all road users	The gross weight of out flat bed trailer 750kg which means anyone with a full drivers licences can tow it. However the member of staff must demo their capability and be signed off by Daniel Pritchard.
		Drivers will follow the rules set out in the Highway Code
		Everyone's Adventure ensure insurance and documentation in place for towing vehicle
Maintenance of vehicles and trailers	all road users	Everyone's Adventures vehicle will have MOT
		The vehicle will be serviced once a year.
		The vehicle will have its fluid levels and tyres check before long journeys.
		Trailers will receive a check pre and post being used. If any faults are found it will be taken to a trailer specialist.

Completed by	Daniel Pritchard	
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