



Name of activity		Use of trailers	Reference number							
Location of activity		Lakeside activities	Ratio for activity			NA				
Level of qualification needed to lead		NA								
This document must be read in conjunction with		Activity Standard Operating Procedures								
Activity Description	Foreseeable Hazard	Who might be harmed and how?	L	S	R	Control measures	L	S	R	
Hitching trailer to vehicle	Muscular – skeletal	All moving the trailer	2	2	4	Default routine is to connect trailer to vehicle prior to loading	1	2	3	
						One person to take lead in controlling procedure				
	Damage to vehicle from trailer	All moving trailer and equipment – vehicle may back into trailer or trailer career into vehicle	2	2	4	One person controlling procedure	1	2	3	
			Trailer to be moved with enough people to keep it under control							
			Default routine is to move vehicle to trailer							
		Use 'banks man' to guide vehicle to trailer								
Slip and trip		All moving trailer – may slip on ground or trip over equipment	2	1	3	All to wear good footwear	1	1	2	



Activity Description	Foreseeable Hazard	Who might be harmed and how?	L	S	R	Control measures	L	S	R
Hitching trailer to vehicle	Incorrect attachment	All road users – trailer may detach	2	3	5	Attachment to be checked by competent staff safety chain also attached	1	2	3
Trailer fault	Light failure, structural failure, tyre failure	All road users – light failure means road users may not see trailer or directional intentions.	2	3	5	Maintenance routine followed Pre use check completed by driver	1	3	4
Loading / unloading trailer	Overloading trailer	All road users – items may fall off trailer or trailer break	2	3	5	Capacity of trailer known and not exceeded	1	3	4
	Slip and trip on and from trailer	All loading / unloading trailer – people may fall from trailer	2	2	4	Brief group to hazard and use spotters.	1	2	3
	Injury from other road users	All loading / unloading trailer – vehicles may hit people or equipment	1	3	4	Use locations that do not expose people to the carriageway	1	3	4
						Spotter used			
Keep group away from road side									
Darkness	All loading / unloading trailer impact from other vehicles and slip and trip from trailer	2	3	5	Activity planned to avoid darkness spotter used	1	3	4	
					Torch				
					Hi visibility vest available				



Activity Description	Foreseeable Hazard	Who might be harmed and how?	L	S	R	Control measures	L	S	R
Loading / unloading trailer	Muscular skeletal	All loading / unloading trailer by boots or goods onto and off trailer the trailer	2	2	4	Staff brief manual handling Multiple people to lift items	1	2	3
	Damage to equipment	Equipment – load may move or rub or be crushed	2	1	3	Driver check load	1	1	2
Unsafe load	Goods falling from trailer	All road users – load may fall off trailer and deposit on highway or other vehicles	2	3	5	Trailer not overloaded	1	3	4
						Loading checked by driver			
						Webbing straps used where possible			
Towing trailer	Road traffic incident	All road users -	2	3	5	Qualified drivers used	1	3	4
						Drivers follow YMCA driving policy and Highway Code			
						YMCA ensure insurance and documentation in place for towing vehicle			
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