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Safety Policy and General Risk Assessment

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Version 1 - January 2021

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Introduction

Luxury Winnebago's are a family owned company based in Glasgow that hire well-appointed temporary accommodation for use as and office space/meeting room/dressing room facilities at film and TV locations or event sites.

Units are available in two models; towable 'fifth wheel' type delivered to location by the company or smaller self-drive campervan style. Both are fully fitted out with electrical sockets, heating and sanitary facilities offering a flexible and cost effective alternative to other types of temporary accommodation.

The company is a wholly owned subsidiary of The Sport Production Company Ltd directed and operated by an experienced sports events professional Grant Philips.

Safety Policy

It is the policy of Luxury Winnebago's and The Sport Production Company Ltd. to ensure that all operations are managed in such a way as to limit and control the risks to the safety and health of staff, guests and users of facilities or services provided.

They will also ensure that for each project or task, a full account of all health, safety, and welfare implications, affecting staff, the public, and any other persons are controlled and effective.

To that end the Company will:

- Comply with all duties placed by any relevant legislation, codes of practice or industry standards.
- Employ at all levels, a competent and trained workforce through appropriate recruitment, selection, performance assessment, training and, when necessary, re-training.
- Systematically identify hazards at the workplace and implement controls to minimise the risk to employees and any others affected by us.
- Provide an effective system of communication to encourage high standards of health and safety management and consult with employees on day to day health and safety matters or concerns.
- Develop procedures and work instructions, which are sufficient to avoid injury to staff and others.
- Provide properly engineered facilities, plant and equipment and maintain them in a safe condition.
- Ensure, through a systematic approach, the integrity of all projects from conception to completion and commissioning.
- Only utilise operatives or sub-contractors who demonstrate a level of commitment to, and comply with, health, safety, and welfare standards commensurate with the standards maintained by the Company.
- Through investigation, follow up, and analysis of incident reports, will strive to eliminate incidents with the potential to result in injury or ill health to employees and others, damage to plant and equipment, and harm to the environment.
- Have in place systems to monitor the performance standards of the Company health and safety management system and provide for on-going improvements.

The responsibility for implementing the above policy points will be that of **Director** of the company Grant Philips.

At each work site the **Project Supervisor** (or for simple cases **Delivery Representative**) will be responsible for ensuring that all work practises follow the general arrangements outlined below and taking into account any hazards or risks identified during site visits, client briefings or notified on arrival at locations.

The company has retained the services of Mike Herbert of Showsmiths Ltd to provide competent advice to the company and its staff.

Employee Responsibilities

All employees, regardless of position or occupation, have general duties under Sections 7 and 8 of the Health and Safety at Work etc., Act (1974) and other relevant legislation. Employee duties shall be clearly identified and need to be clearly understood by individuals.

- Take responsibility for their own health and safety and that of others who may be affected by their actions.
- Co-operate with management to meet the employer's legal duties and work in accordance with Company procedures.
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare and refrain from actions (or inactivity) which might endanger themselves, or others.
- Demonstrate their commitment to health and safety by their behaviour and co-operate in the investigation of accidents and incidents.
- Use all equipment safely, including that provided for their personal protection and report to management any defects in equipment or other dangers at once, or as soon as it is safe to do so.
- Comply with all safety instructions or procedures and not undertake any tasks that they are not trained and authorised for.

General Safety Rules for Staff, Contractors and Sub-contractors

Regardless of the specific employment status of individuals, everyone working for the company will be expected to abide by the overall safety policy and with the general safety rules set out here.

Everyone is expected to work in such a way as to remain safe, and without risk either to themselves or to others. This means they must NOT take personal risks or adopt ways of working that present an unacceptable hazard to others.

No personnel or sub-contractor should undertake any task that he/she considers to be unsafe.

No alcohol, drugs or intoxicating substances shall be consumed during work, nor shall any employee be under the influence of such substances whilst at work.

No person shall tamper with, alter, or otherwise compromise the effectiveness of any safety system, device, or sign.

All personnel shall wear appropriate work clothing including Personal Protective Equipment. Hard hats, gloves, protective footwear, and high visibility clothing MUST be worn when required.

All workers should report any unsafe equipment or operation to the company director or site/location manager and consult with colleagues who may be affected by such issues.

All injuries no matter how minor should be entered into the company accident book.

All staff must respect access restrictions and controls put in place by location managers or clients. No guests or other people are to be brought into the work environment without the express permission of the location manager or their nominated deputy.

All personnel should familiarise themselves with the location of first aid facilities, fire exits and extinguishers, and ensure that emergency routes or arrangements are not obstructed at all work sites.

General Arrangements

Client Premises

All work is conducted at client premises or locations by prior arrangement only. As a part of the initial quotation process the following points will be confirmed and considered in risk assessments.

- Identify existing hazards or conditions that may influence the ability of the company or its staff to undertake the work. This will include sufficient working light, suitable access, general condition of the premises and provision of any necessary utility services.
- Confirm emergency procedures for the location and that any systems or equipment provided or installed are functional.
- Clients shall provide such welfare facilities as are appropriate including access to sanitary facilities, washing, catering or other accommodation as agreed.
- Agree a method of ongoing communication with the client, premises management or other representatives.

Covid-19

The current status of the virus in terms of its distribution is uncertain apart from positive cases managed by the health care services. The presence in wider society may be more significant than is currently known due to the range of symptoms that are not all consistently serious. There is however a very real risk of significant illness leading to death especially where there are underlying health issues.

It is a requirement that all clients provide a suitable risk assessment and outline procedures for mitigation of risks to health for the location.

Company personnel will be required to

- Comply with specific location procedures to maintain distancing measures at access points and in common areas.
- Monitor their own health and have information on identifying common symptoms.
- Carry their own personal hand sanitiser (e.g., small alcohol gel bottle) and not share this with other staff.
- Have their own personal face covering or mask (FFP2/3), and gloves as well as other relevant PPE.
- Maintain personal situational awareness of workplace hazard areas as well as maintain distancing procedures as far as possible.
- Wash their hands on arrival at the location and at regular intervals throughout the working day.
- Undertake cleaning of own equipment and personal work tools where they might be used by others.

Contractor/Freelancer Management

All subcontractors and freelancers shall be selected on the basis of the suitability of their service, prior reputation, and competence to undertake the necessary tasks. Many such staff have now worked with the company for a number of years and are well aware of the specific issues to be found on a variety of common sites.

It is the policy of the company, to ensure that all staff and freelance personnel are properly trained and competent for the tasks they are required to undertake and are familiar with the risks that may be encountered in the workplace.

Driving at Work, Vehicles and Working Hours

The company recognises the Working Time Regulations 1998 and will do everything so far as is reasonably practicable to eliminate workplace stress and hazards associated with long work hours or unreasonable schedules.

Project Supervisors must ensure that work schedules and rotas allow for sufficient breaks and rest periods. Driving time to and from premises must be considered as work time. Staff may choose to work in excess of the average 48-hour week, but such an agreement must be made in advance and in writing.

Staff should not undertake duties if they feel their safety is compromised by fatigue or work-hours stress, and Project Supervisors must remain mindful of the health and safety implications of judgement being compromised by excessive hours. Staff are advised not to drive when fatigued and should take regular breaks wherever possible on long journeys.

All loads on vehicles shall be checked to ensure they are stable and secure before setting out.

It is recognised that many accidents at sites occur in the vicinity of vehicles and plant. Staff are reminded that care should be taken and remain aware of vehicles that are moving in areas where they may be working. Hi-Viz clothing will help to ensure that staff remain visible in areas of vehicle movements especially at night or where lighting levels are reduced.

Driving hours regulations for the operation of certain vehicles fitted with a tachograph must be followed and records maintained as appropriate.

Legislation is in place banning the use of mobile phones and similar equipment whilst driving. Staff should ensure that they do not use such equipment without appropriate hands-free devices.

All personnel shall be appropriately licensed and insured for the vehicles they are required to operate. Staff using personal vehicles for work purposes should ensure that they are insured for business purposes and are properly maintained including MOT certificate and road tax.

Electrical Safety

All electrical systems and appliances used shall comply with the provisions of the *Electricity at Work Regulations 1989* and shall be designed and installed in accordance with BS 7671, IEE 18th Edition and/or BS 7909 as appropriate for the location and type of installation.

Working personnel **shall not** attempt any connection to electrical supplies unless and until the supply has been declared safe and suitable by a competent person designated by the location management.

Inspection and Maintenance

The company will carry out inspection and maintenance of all its electrical equipment (including any portable or fixed appliances) according to the requirements of the *Electricity at Work Regulations 1989* and pursuant to *IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment*.

- Staff will conduct a visual inspection of equipment prior to use on site including checking for loose connections, split or broken insulation and for signs of scorching or arcing. Any items showing such signs will be marked and returned to the warehouse for maintenance or repair.
- Prior to use on site, or at least every twelve months every piece of equipment is formally inspected, recorded, and equipment is marked with a test and inspection sticker

Temporary Supplies

Clients shall be advised of the requirements for electrical services in advance of delivery. Clients must ensure that these are safe and circuits protected appropriately with overload/earth leakage devices and the organisation of cables designed to assist prevent fire and personal injury from electric shock, trips/falls etc.

All installations should be tested for correct polarity and earthing at the agreed point of supply prior to being made available to the company.

Where it is necessary for staff to use 240V power tools outdoors or in damp environments then a residual current device (RCD) will be fitted to the plug to protect against the possibility of shock

Fire

Overall responsibility for fire safety at any location shall be that of the location manager who shall ensure that appropriate fire risk assessment has been conducted and measures put in place to prevent hazards from fire throughout the location.

Each unit is provided with local smoke detection and fire-fighting equipment which are serviced and maintained regularly.

Smoking will not be permitted in any unit or in proximity to any flammable materials or substances. No oxidising agents, pyrotechnics or similar materials will be stored in the unit.

On arrival at a location, it shall be the responsibility of the Project Supervisor to ensure they are familiarised with local fire procedures, evacuation routes, muster points and the location of Fire Points.

Equipment must not be stacked or stored so as to obstruct exit routes, stairs or passageways, or vehicles parked in a manner to obstruct emergency vehicle access.

The client will normally provide suitable extinguishers at appropriate points.

First Aid

The company recognises its duty under the *Health and Safety (First Aid) Regulations 1981* to carry out an assessment of the requirements of employees whilst at work, and to ensure appropriate facilities are available to provide first aid in the workplace.

Certain staff members are trained in First Aid at Work and act as emergency appointed person depending on the location.

The Project Supervisor will ensure that they are familiarised with any existing First Aid facility at the location.

First aid kits shall be held in all company vehicles and maintained with adequate supplies. Use of any supplies shall be notified to the company offices for recording purposes and reordering of supplies, as necessary.

Hazardous Substances

It is the policy of the company to meet the requirements of the *Control of Substances Hazardous to Health Regulations 2002*, (COSHH)

Substances commonly used by staff include fuels and oils, cleaning substances, and degreasing agents.

Where any freelancers or sub-contractors come into contact with any of the above, they will be given information as to the potential hazards the substance presents and the appropriate precautions that should be taken.

The Director will regulate the use of all substances requiring special care. They will ensure that personnel are properly trained in their use and that appropriate PPE is available.

Manual Handling Operations

The nature of projects undertaken by the company means that manual handling operations cannot always be avoided and therefore are subject to the *Manual Handling Operations Regulations 1992*.

The company will do all that it can to eliminate or minimise manual handling tasks, wherever reasonably practicable, either through managerial arrangement to reduce the need for moving materials, reducing the weight of individual items, or the use of mechanical aids where appropriate.

All manual handling operations shall review the following elements.

- Task – The nature of the movement including lifting above head height, twisting and so on
- Individual – The abilities (strength and fitness) of the persons involved in the operation.
- Load – The nature of the item to be moving including its size, shape, weight, sharp edges and so on
- Environment – The path of the movement including steps, doorways or obstructions and ground conditions.

Manual handling of workplace equipment and material should only be undertaken by competent members of staff, who are familiar with the equipment. All staff are instructed in safe handling techniques and include 'team lifting' methods. No employee shall undertake any manual handling operation unless fit, competent and confident to do so. During all handling operations where there is a risk of injury, staff shall be issued with and wear appropriate PPE.

Noise

The company recognises the high levels of noise associated with many work sites including large sporting events, music concerts, festivals and film and television sets.

It is the responsibility of the management to ensure all employees and sub-contractors to be aware of the risks associated with exposure to high levels of noise and to take appropriate steps to minimise their exposure.

Possible steps would include:

- Moving to an area where there is reduced noise levels.
- Limiting the time during which they are exposed to high noise levels.
- Wearing appropriate ear plugs or ear defenders.

Many work sites will give rise to noise levels in excess of the upper exposure limit action value of 85db. In such circumstances where it is not possible to avoid the exposure to such levels, staff will be provided, and required to use, appropriate hearing protection.

Personal Protective Equipment

The company recognises that PPE is not a substitute for preventative safety measures but It is the policy of the company to comply with the *Personal Protective Equipment Regulations 1992*.

Where PPE use is assessed as necessary it will be provided and workers will be instructed in its appropriate use, maintenance and storage and will display the relevant EN, British Standard, or CE mark of conformity.

Employees have a duty to properly use any PPE issued for the duration of the time they are at risk. They must personally ensure it is correctly fitted, stored, and cleaned, and must report any defects or maintenance required.

The client or location management may require or provide additional PPE. Where this is the case, workers will adhere to any mandatory PPE areas or other safe working practices on site.

PPE must be properly looked after and worn correctly. At many sites there is a requirement to use PPE such as Hi-Viz, safety footwear and hard hats as a matter of course. It is quite possible that local personnel and premises will take a different approach to the use of PPE. Staff are reminded that the use of PPE is to protect them individually and it is their responsibility to use it when instructed .

Reporting Incidents

Management have adopted a 'no blame' policy to promote disclosure and discussion if anything should go wrong. While there is a need to avoid accidents and breakages, if something does happen, then there is an opportunity to learn and improve.

Workers are actively encouraged to review working practises and suggest changes with a view to improving safety performance.

An Accident/Incident Book will be available at every workplace. All accidents must be recorded in the book, no matter how trivial and reported to the company director. Any near misses or incidents that could have resulted in a serious accident should be investigated and recorded.

Any accidents or incidents falling under the scope of *The Reporting of Injuries, Dangerous Diseases and Occurrences Regulations 1995* must be reported immediately to the appropriate enforcing authority. RIDDOR report forms are available online via the HSE website.

Smoking, Alcohol and Drugs

Smoking is not permitted in enclosed public spaces and many workplaces. Staff are required to be mindful of areas where smoking is not permitted. Smoking shall not be permitted near any volatile fuel source or equipment that may represent a fire risk.

At client sites, including external locations, managers should identify areas where smoking is not permitted and staff are required to comply with any such restrictions. Particular consideration shall be given to potential fire risks.

The company has a zero tolerance to the use of alcohol, controlled drugs, or illegal substances whilst at work as they may adversely affect performance and behaviour in a manner detrimental to safety. It is also noted that some prescription drugs and medications may also affect a person's ability to carry out their work effectively and care should be taken to consider this especially when driving.

Vehicles and Work Equipment

It is the policy of the company to comply with the regulations set out in the *Provision and Use of Work Equipment Regulations 1998*, notably the requirement that all plant and machinery will be safe for use and well maintained.

Vehicles

The company own and operate a small number of vehicles, trailers, and plant. All vehicles are fully maintained, insured, have MOT certificates and are only driven by licensed operators.

- Drivers are responsible for undertaking daily safety checks on their vehicles.
- Drivers delivering to locations should report to the site office or reception and follow designated access routes to loading or collection areas.
- Reversing of trucks or vans should only be carried out with the aid of a banksman or traffic marshal.
- Particular care must be taken when operating vehicles in publicly accessible areas.
- Vehicles should only be parked in designated areas and under no circumstances should be left obstructing emergency exits from buildings or structures or impinging on emergency access routes.

Tools

Personnel will employ the use of a range of hand and power tools including staple guns, battery screwdrivers, power saws and so on. Staff will be fully trained and very familiar with their individual toolkits and ensure that the appropriate tool is selected for the task, is used correctly, and maintained in good working order.

Certain power tools will have guards fitted and personnel instructed to ensure these are in place. Processes that may give rise to ejected particles will require use of PPE such as dust masks or eye protection.

Work at Height

The company recognises the dangers posed to workers from working at height. It is not the policy of the company to allow workers or sub-contractors to operate where there is a risk of falling without putting in place appropriate measures to prevent falls. There is generally a very limited requirement for any personnel to work at height.

Wherever possible work will be planned so operations are carried out at ground level and the need for operations at height minimised or eliminated. The company will not undertake any large scale climbing/rigging activities.

Staff will be trained in the selection and use of simple access equipment such as ladders and steps for short duration work only. Any equipment supplied will be maintained in a safe condition and subject to regular inspection.

Waste and Environmental Management

The company is committed to sustainable practises for disposal of all waste products and materials wherever possible. General waste recycling is undertaken as far as possible both at company premises and on event sites where such facilities exist.

The company will operate in compliance with all relevant environmental legislation and strive to continually improve environmental performance and reduce the social impact and damage of activities by periodically reviewing this environmental policy in light of current and planned future activities. It is further intended that the company will;

- Promote environmental awareness among employees and encourage them to work in an environmentally responsible manner
- Reduce waste through re-use and recycling and by purchasing recycled, recyclable or re-furnished products and materials where these alternatives are available, economical and suitable
- Promote efficient use of materials and resources throughout company premises including water, electricity, raw materials and other resources, particularly those that are nonrenewable
- Avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of.

Work Environment

Any location where staff or contractors are operating constitutes a place of work and must meet the requirements of the *Workplace (Health, Safety & Welfare) Regulations 1992*. In general, all sites shall be under the direct control of the client who will be required to ensure a safe place of work for all employees and sub-contractors.

Sanitary and welfare provision

There are basic washing, sanitary and rest facilities available at the company premises. On site the client or venue will ensure that sanitary and welfare facilities are identified and provided.

General rules for maintaining a safe working environment:

- The workplace must be laid out and equipment installed in such a way as to avoid obstruction to any exits, gangways, stairways, lifts or escalators.
- The workplace should not present unnecessary slip, trip or fall hazards to workers, visitors or to any other users of the premises.
- The workplace must be kept clean and free from litter & waste or spillage.
- Adequate lighting must be provided for safe movement of public and workers.
- Unauthorised persons shall not have access to any hazardous part of the workplace, such as electrical supply equipment, stage areas and so on
- Any cases, boxes or packing materials are stored safely and away from public areas.

Operational Method

The process of providing temporary accommodation facilities at locations requires the following four primary steps.

Preparation of units at the company base

Cleaning and maintenance of exterior. Units and towing vehicles checked for damage and pressure washed if required to ensure high standard of presentation. Windows clean and undamaged. External fittings and trim secured. Vehicle registration plate clean and visible. Accessories such as steps and handrails present, and in good serviceable condition. Water and waste tanks cleaned with connections/seals in place and free of leaks.

Cleaning of interior. Carpets and flooring vacuumed/mopped and checked for damage or trip hazards. All surfaces and worktops wiped down and sanitised. Windows cleaned and secured closed. Furnishings clean, vacuumed, and sanitised where appropriate. Soft furnishings and bedding clean. Replenishment of consumable supplies such as paper towels, handwash, sanitiser or any other provision requested by the client.

Checks of electrical systems and appliances. All electrical systems checked to ensure circuit breakers are functioning and internal electrical distribution is functional and safe. Electrical systems for slide out bays and jackleg deployment checked. Condition of leisure battery and internal lighting checked. Electrical sockets confirmed as undamaged. Appliances including fridges, kettles, heating, air conditioning etc. are subject to regular formal examination/test for electrical safety .

Checks of LPG systems and appliances. Annual gas installation safety check by competent engineer. Gas cylinder storage cabinet secured for transit. Isolation valves in 'off' position. Hoses and regulator connections in good condition and correctly seated. Appliances checked for damage and safe operation on regular basis.

Miscellaneous. All fixtures and fittings checked for condition and damage with all transit locks on internal fittings secured. Slide out bays confirmed as secured in transit position. Smoke detectors functional. Fire and first aid equipment in place.

Transportation/delivery of the unit to the required location

Drivers. All drivers confirmed as competent and licensed to drive vehicle. Vehicle and driver insurances in place. Breakdown cover in place. Emergency communications in place. Satnav equipment in place. PPE available including Hi-Viz, gloves. Toolkits in place.

Checks of vehicles and roadworthiness of units. All vehicles maintained by competent mechanics and formally examined or tested as required. Towing connections checked including electrical connections for lights, brakes etc. Wheels and tyres checked for pressure or obvious damage. Windows and glass checked. Oil and coolant levels checked. Windscreen washer level checked. Fuel levels checked.

Connection of Towing unit. Hitch connections professionally installed to towing vehicles. Towing vehicle reversed into position and connection to trailer made. Trailer connection secured in place and confirmed as latched in travel position. Safety chains in place. Vehicle electrics connected. Handbrakes checked and released for transit. Lighting and brakes checked.

Driving. Drivers competent and licensed. Routes planned. Speed limits for vehicles and trailers to be observed. (location site speed limits advised by client). Drivers required to ensure they take regular breaks on longer journeys and plan accordingly. Use of handheld mobile devices not permitted. Smoking in vehicles and trailers not permitted.

Set-up at the location for use by clients

Arrival at Location. Check in with client and determine siting. Confirm any site safety briefing including emergency arrangements and location of power supply or other utilities. Follow client instructions for positioning using local banksman where required.

Covid19. All personnel required to monitor their own state of health with due consideration of their personal domestic circumstances and not undertake work if potentially exposed to disease. Staff to carry own face covering and hand gel. Staff instructed to maintain appropriate distancing from other workers as far as reasonably practical. Staff instructed to adhere to any local arrangements to prevent transmission of disease.

Set up of unit. Once in position handbrakes applied and safety chains/electrical connections to towing vehicle removed. Wheel chocks put in place. Deploy jacklegs and stabilisers using ground protection/load spreading pads where required. Unit unhitched and towing vehicle removed. Unit levelled, as necessary. Steps and handrails deployed and secured. Electrical connections made using plug-and-play connections under supervision of power provider where necessary. Slide out bays to trailers deployed and locked in place. Electrical main breaker turned on and systems/appliances checked. LPG connections checked and turned on for use. Check water supply and waste-water/sewerage (if available) arrangements. Final cleaning or wipe down of surfaces before handover to client for use. Diver to remain on hand to provide advice to client on use of unit, appliances, or accessories such as awnings.

Client responsibilities. To provide a safe and stable power supply to the unit. Not to overload power sockets or misuse equipment provided within the unit. To ensure removal of all waste and personal effects after use. Clients to arrange for removal of waste black/grey water where possible. Clients are responsible for overall security, fire safety, and first aid arrangements at any location.

Return to company base and maintenance of unit.

Breakdown and removal from location. Confirm client has finished with unit and removed personal effects. Where possible arrange for black and grey waste water tanks to be emptied. Check for any obvious damage. Reverse procedure for set-up of unit as above. Slide out bays to be returned to transit position and locked in place. Isolate electrical and gas services within the unit. Remove waste. Remove main power supply feed. Remove and stow steps and handrails. Reverse towing vehicle into position beneath hitch and apply handbrake. Lower trailer onto hitch and secure as locked in place for towing. Fit safety chains and towing electrics. Remove wheel chocks. Test lights and brakes. Release trailer handbrake.

Return to Yard. Flush black and grey waste water tanks at earliest convenience. Units cleaned before storage.

Risk Assessment

In accordance with the *Management of Health and Safety at Work Regulations*, it is the policy of Luxury Winnebagos to conduct Risk Assessments for potentially hazardous operations. An overall risk assessment for operations is included below.

These Risk Assessments identify the measures required to comply with the Company duty to protect the safety and wellbeing of staff and others; and set out the means of avoiding, eliminating or minimising workplace hazards.

The process of risk assessment is an on-going one, and it is possible that assessments may be amended or augmented as new risks are identified or more refined control systems emerge.

Any sub-contractors or suppliers will be required to provide detailed assessments and/or method statements for their own activities as a further refinement of the general control measures proposed here.

In undertaking risk assessments, the following approach has been adopted:

- Gather information/identify risks
- Consider control measures appropriate to the identified risks
- Evaluate residual risk and identify additional measures that may be required to ensure risks are as low as reasonably practicable

Each assessment includes a risk flag to identify where considered existing control measures may be insufficient and further controls implemented, checks made, or work needs to be more closely monitored.

	Control measures normally sufficient– Local additional checks may be required – work to be monitored
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	Additional control measures to be implemented as detailed or referred to in other documents – work monitored and reviewed
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	Control measures insufficient – activity requires redesign or significant additional controls put in place
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ACTIVITY /TASK <i>Hazards</i>	EXISTING CONTROL MEASURES	RISK FLAG	FURTHER ACTION REQUIRED
Persons Affected			By Who

Yard Operations

<p>General Access to Yard</p> <p><i>Injury from contact with moving vehicles or machinery</i></p> <p><i>Illness from failing to monitor health or declare fitness to work.</i></p> <p><i>Injury from failure to follow fire safety procedures</i></p> <p><i>Injury from failure to provide proper information about existing hazards in working environment.</i></p> <p><i>Injury from slips or falls due to icy conditions</i></p>	<p>All personnel required to enter via pedestrian entrance and register their arrival time.</p> <p>Personnel required to observe social distancing while on the premises, use face coverings as necessary, and confirm their current state of health meets Covid19 requirements.</p> <p>Customers and other visitors to be met by appropriate member of staff. No visitors permitted to enter alone without prior authorisation. All visitors requested to wear face coverings whilst on the premises.</p> <p>Personnel provided with advance briefing on any special precautions or instructions for the day by their supervisor prior to commencing work.</p> <p>Warning signage to be put in place to indicate movement of vehicles.</p> <p>All personnel and visitors required to wear hivy jacket when in the yard and other PPE as required for work tasks.</p> <p>Pedestrian routes around warehouse to be clearly marked and observed at all times</p> <p>Emergency access/exit routes to be kept clear of vehicles or equipment at all times. Emergency routes signed.</p> <p>Customers generally excluded from office areas except marked collection zones.</p> <p>Deliveries and collections by advance appointment only</p> <p>Any environmental issues which affect the loading/unloading process to be monitored. (e.g., slippery surfaces or low lighting levels)</p>		<p>Covid19 procedures to include checks that.</p> <ol style="list-style-type: none"> 1. Staff and close contacts are currently not experiencing symptoms common to the disease. 2. Staff are not required to isolate as per current guidance on exposure to others, following overseas travel, or symptomatic. <p>All Covid19 rules subject to ongoing amendment</p> <p>Supplies of grit/salt available to treat icy surfaces</p>
Staff/Customers			Director / Project Supervisor

ACTIVITY /TASK <i>Hazards</i>	EXISTING CONTROL MEASURES	RISK FLAG	FURTHER ACTION REQUIRED
Persons Affected			By Who

<p>Welfare Provision</p> <p><i>Insufficient welfare provision can lead to fatigue, lack of concentration, stress, dehydration, hypothermia, overheating etc.</i></p> <p><i>Vehicle accident resulting in injury due to fatigue or unrealistic schedules</i></p>	<p>Staff provided with regular rest breaks and facilities for hot drinks, cool storage of personal food/snacks and ability to heat food.</p> <p>Clean drinking water available at all times.</p> <p>All personnel instructed to wash or sanitise hands prior to using and shared facilities</p> <p>Rest areas suitably heated or suitable cold weather clothing provided.</p> <p>Rest areas cleaned daily. Tables and kitchen worksurfaces to be wiped down regularly by staff as they finish using them.</p> <p>Staff rotas and schedules organised to allow sufficient time to complete tasks and allow for breaks</p> <p>Staff toilets and washrooms maintained as clean and tidy at all times. Formal cleaning undertaken at the end of each working day. Enclosed rest areas thoroughly ventilated as frequently as practical.</p> <p>Staff required to ensure they maintain common areas as they go along and report any damage or malfunction.</p> <p>Soap, handtowels, and sanitiser gel provided and stocks maintained.</p> <p>Management to support staff or provide assistance to avoid stress from overwork or unrealistic timeframes.</p>		
Staff			Director / Project Supervisor

ACTIVITY /TASK <i>Hazards</i>	EXISTING CONTROL MEASURES	RISK FLAG	FURTHER ACTION REQUIRED
Persons Affected			By Who

<p>Emergency Plans and Medical Provision</p> <p><i>Lack or absence of emergency strategies leading to confusion in an emergency situation.</i></p> <p><i>Poor response time to an emergency that can lead to death, injury, an escalation of events.</i></p> <p><i>Lack of suitable provision may lead to late treatment of patients and potential for worsening condition</i></p>	<p>Information on Emergency Plans and Procedures to be provided to all personnel.</p> <p>Emergency action notices posted throughout the workplace.</p> <p>First aid kit in place and maintained. Supplies only distributed by nominated person using medical grade gloves under Covid19 conditions.</p> <p>Emergency telephone communications available to summon emergency services if necessary.</p> <p>Lone working (except administrative tasks or manager responsible for opening/locking-up) avoided as far as practical.</p> <p>First aid kit carried in company vehicles and means of summoning assistance via mobile phone.</p> <p>Personnel required to report all injuries, illness, or hazardous circumstances to supervisors.</p> <p>Nearest MIU or A&E facility identified and details posted.</p> <p>Emergency lighting and exit signage in place and maintained.</p> <p>Means of raising alarm identified and all staff instructed in method.</p> <p>Visitors and contractors accompanied at all times.</p>		<p>All illness, accidents, or incidents to be reported directly to Director in order to prevent escalation or future recurrence.</p> <p>Clients to provide details of emergency arrangements in force at locations.</p>
Staff/Visitors/Customers			Director / Project Supervisor

ACTIVITY /TASK <i>Hazards</i>	EXISTING CONTROL MEASURES	RISK FLAG	FURTHER ACTION REQUIRED
Persons Affected			By Who
Preparation of vehicle/trailer for hire	<p>A series of checklists used to confirm that vehicles and trailers are in a suitable condition prior to dispatch to locations.</p> <p>Vehicles serviced and maintained by professional mechanics. This includes all towing accessories and attachments.</p> <p>LPG installations and appliances in trailers and motorhomes maintained and confirmed as safe by qualified engineers.</p> <p>Electrical systems and appliances maintained and formal inspected periodically by competent persons.</p> <p>See also Use of tools and work equipment/pressure washer.</p>		
Staff	Internal disinfection of surfaces prior to despatch		Director / Project Supervisor
Use of Pressure Washer <i>Injury from incorrect use or lack of control of equipment</i>	<p>Staff trained and instructed in safe use of equipment.</p> <p>Gloves to be worn when used. External use only</p> <p>Washer 'lance' to be used with both hands to maintain control and never be pointed towards body or other persons.</p> <p>Spillages of water to be cleared to prevent slippery surfaces.</p>		<p>Staff use of work equipment monitored, as necessary.</p> <p>Equipment cleaned and stored after use.</p> <p>RCD to be used on power supply</p>
Staff	Power cable and hoses organised to prevent trip hazards		Director / Project Supervisor
Use of Cleaning, or Hazardous Substances <i>Injury or illness from exposure to hazardous chemical products</i> <i>Misuse leading to creation of hazardous fumes</i>	<p>All cleaning products assessed to ensure risks as low as possible. Products generally limited to simple domestic type products.</p> <p>Material safety data sheets held for all products. Products used according to manufacturer's instructions, diluted where necessary, and using appropriate PPE where required.</p> <p>Refuelling of vehicles only undertaken at service stations. No large quantities of fuel stored on site.</p> <p>Specialist disinfection cleaning undertaken by external contractor to own risk assessment.</p>		
Staff			Director / Project Supervisor

ACTIVITY /TASK <i>Hazards</i>	EXISTING CONTROL MEASURES	RISK FLAG	FURTHER ACTION REQUIRED
Persons Affected			By Who

Working at Locations

<p>Undertaking Deliveries or Collections</p> <p><i>Road traffic incident</i></p> <p><i>Vehicle breakdown or mechanical failure</i></p> <p><i>Calling for emergency assistance</i></p> <p><i>Injury from loads shifting in transit and manual handling of loads into or out of the vehicle.</i></p> <p><i>Infection due to exposure to Covid19.</i></p>	<p>Vehicle use restricted to appropriately qualified personnel only. Licence checks undertaken.</p> <p>Driving staff are assessed on driving abilities/competence by senior member of staff prior to being permitted to use company vehicles</p> <p>Authorised users covered by vehicle/company insurance</p> <p>Company membership of breakdown service in place</p> <p>Pre-use vehicle checklist to be completed. First aid kit in place in all company vehicles.</p> <p>Vehicle engine to be stopped and handbrake applied when undertaking loading/unloading tasks. Trailer wheels to be chocked while hitching/unhitching.</p> <p>Mobile phone and navigation equipment provided to all company vehicles for emergency communications.</p> <p>Staff instructed in Covid19 procedures to maintain appropriate distancing with customers or other staff.</p> <p>Loads and trailer contents to be secured against movement in transit leading to instability, damage, or injury.</p> <p>Staff trained to maintain awareness of environmental conditions such as snow/ice or wet/slippery surfaces both in the vehicle and on the ground.</p> <p>Ground protection pads to be used on soft ground surfaces to avoid sinking.</p>		<p>See also Covid19 procedures for wearing masks, ventilation, distancing when manual handling etc.</p> <p>Seatbelt use required when driving</p> <p>Use of mobile phones whilst driving and smoking in vehicles not permitted</p> <p>Driver responsible for internal cleanliness of vehicles including wipe down of control surfaces after use.</p>
Staff			Director / Project Supervisor

ACTIVITY /TASK <i>Hazards</i>	EXISTING CONTROL MEASURES	RISK FLAG	FURTHER ACTION REQUIRED
Persons Affected			By Who

<p>Manual Handling</p> <p><i>Incorrect lifting techniques can lead to personal injury, musculoskeletal disorders, and an increased likelihood of incidents onsite</i></p> <p><i>Injury as a result of environmental factors</i></p>	<p>Generally limited requirement for significant or repetitive manual handling tasks.</p> <p>Deliveries/collections made as directly to the point of use.</p> <p>Staff provided with information and training in proper handling techniques. Covid19 procedures in place to reduce close contact work with others.</p> <p>Gloves provided for handling cold, sharp edged or other inherently hazardous items. Steel toe footwear provided for all personnel involved in manual handling tasks.</p> <p>Consideration given to individual capabilities of personnel required to undertake manual handling.</p> <p>Environmental conditions considered to include routes over which items to be handled; underfoot conditions (e.g., slippery/wet) treated, obstructions removed, distances reduced.</p>		
Staff/Volunteers	Spillages and breakages to be reported immediately and cleared up.		Director / Project Supervisor

<p>Use of Ladders</p> <p><i>Risk of falls of personnel from steps or ladders slipping or overturning.</i></p> <p><i>Risk of failure of equipment if damaged or not used correctly</i></p>	<p>Generally limited requirement for large scale use of ladders or steps to access height.</p> <p>Ladders and steps for short duration access only.</p> <p>Staff provided with instruction on safe use. Maintain 3 points of contact guidance.</p> <p>All ladders and steps to be checked for damage prior to use</p> <p>Ladders and steps to be 'footed' or secure to prevent overturning or sliding</p>		
Staff			Director / Project Supervisor

ACTIVITY /TASK <i>Hazards</i>	EXISTING CONTROL MEASURES	RISK FLAG	FURTHER ACTION REQUIRED
Persons Affected			By Who
Use of Tools and Work Equipment <i>Injury from misuse or incorrect selection</i> <i>Injury from failure to follow instruction</i>	Limited requirement for specialist or hazardous tools. Most tools will be simple hand tools or battery powered All work equipment to be maintained and where appropriate formally inspected Tools to be appropriate and selected according to the task. Staff experienced in use of own tools		Staff/volunteer use of work equipment monitored by supervisors See also Use of Baling Machine Procedure See also Use of Forklift/Recharging Procedures
Staff			Director / Project Supervisor
Noise <i>Long term injury from exposure to high sound pressure levels at event sites or locations</i>	Generally limited number of cases where exposure likely to be above action level of 80db. Staff provided with hearing protection and instructed on when to use it. Staff to make efforts to remove themselves from areas of sound levels in excess of 85db as far as practical		
Staff			Director / Project Supervisor
Use OF LPG <i>Risk of fire or explosion from incorrect use or storage of LPG</i> <i>Risk of carbon monoxide poisoning from failure to maintain or correctly use appliances</i>	LPG cylinders stored in separate externally accessed cabinet with ventilation LPG systems and appliances checked regularly by qualified engineer. Systems checked prior to despatch to clients including condition of hoses, isolation valves and flow regulators General safe use instructions provided with units.		Clients advised to ensure adequate ventilation when using LPG appliances to prevent accumulation of CO. Client to observe procedures for safe use of LPG appliances and prevent flammable materials coming into contact with open flames.
Staff			Director / Project Supervisor

ACTIVITY /TASK <i>Hazards</i>	EXISTING CONTROL MEASURES	RISK FLAG	FURTHER ACTION REQUIRED
Persons Affected			By Who

<p>Use of Electrical Supply and Distribution</p> <p><i>Risk of electrocution, fire, personal injury, death, damage to property, failure of key equipment.</i></p> <p><i>Injury from trip and fall hazards.</i></p>	<p>Electrical hook-up to trailers use standard industrial quality connectors rated as IP44 or better. Onsite power supply is responsibility of client to ensure it is safe and fit for purpose.</p> <p>Electrical installations on trailers are designed for purpose by specialist contractors and certified as safe.</p> <p>All circuits shall be protected by relevant fuses or MCB and where appropriate by RCD's as necessary to protect staff and equipment in the event of accident or equipment failure.</p> <p>Tests for electrical safety shall be carried out on all portable equipment prior to use and every six months.</p> <p>Temporary electrical cables positioned in areas away from general access routes as far as is reasonably practical. Trailing cables ramped or matted to prevent trip hazards and mechanical damage to cables or other electrical systems.</p> <p>Clients responsible for any additional appliances used in trailers connected to available socket outlets.</p> <p>General use of 4 way extension leads should be avoided as far as possible and never 'daisy chained'.</p> <p>Any additional electrical work shall only be undertaken by an appropriately qualified and competent electrical contractor</p>		<p>Confirm onsite that electrical supply from client is appropriate and circuits protected.</p> <p>See also Slips, trips, falls</p>
Staff / Clients / Others			Director / Project Supervisor

ACTIVITY /TASK <i>Hazards</i>	EXISTING CONTROL MEASURES	RISK FLAG	FURTHER ACTION REQUIRED
Persons Affected			By Who
<p>Slips, Trips and Falls</p> <p><i>Risk of injury from low level falls including sprains, broken bones</i></p>	<p>All units subject to ongoing regular cleaning and maintenance to prevent STF hazards. This shall include the condition of carpets, lino, and wooden flooring to ensure edges are secured and surface undamaged.</p> <p>Changes in level (such as steps) shall be identified by hi visibility paint or tape. Stair nosing's clearly identified.</p> <p>External steps constructed of high grip materials and confirmed as stable on installation.</p> <p>All staff instructed to be aware of STF hazards and appropriate remedial measures to maintain a tidy workplace.</p> <p>Waste managed and cleared regularly. Waste to be stored in appropriate temporary receptacles or bags until it can be removed from the work area for recycling. Cardboard collapsed and baled for recycling</p> <p>Cleaning materials including brooms, mops, and cleaning products available for dealing with spillages.</p> <p>Client responsible for general monitoring and use as a workplace when on location.</p>		<p>All spillages or breakages to be contained and cleared as soon as possible.</p> <p>Spillage of oils or fats to be treated with an absorbent material and cleared before mopping.</p> <p>Breakages of glass will require sweeping up as soon as possible and disposal in dedicated receptacle. Gloves to be used.</p> <p>Ice or snow to be treated with grit/rock salt</p>
Staff / Clients / Others			Director / Project Supervisor
<p>Work in Low Lighting Levels</p> <p><i>Insufficient visibility for working access and egress.</i></p> <p><i>Limited visibility to light potential hazards.</i></p> <p><i>Limited visibility to light emergency routes and public areas.</i></p>	<p>Units have external bulkhead lighting fixtures over doors.</p> <p>Clients responsible for general workplace lighting at locations</p> <p>Clients responsible for emergency arrangements at all locations</p>		
Staff / Clients / Others			Director / Project Supervisor

ACTIVITY /TASK <i>Hazards</i>	EXISTING CONTROL MEASURES	RISK FLAG	FURTHER ACTION REQUIRED
Persons Affected			By Who

<p>General Fire Risks</p> <p><i>General risks from fire, smoke, ignition sources, confusion, and panic in the presence of danger</i></p>	<p>Trailers, campervans, and fittings all generally resistant to spread of fire with flame retardant treatments to furnishings and fittings.</p> <p>Vehicles and trailers parked with reasonable separation between units to limit possible spread of fire.</p> <p>No smoking permitted in enclosed workplaces at any time. External smoking areas identified with bins/ashtrays or sand buckets to extinguish smoking materials</p> <p>Unit heaters provided with instructions on safe and appropriate use.</p> <p>Flammable waste should not be permitted to accumulate. All personnel instructed to maintain a tidy workplace</p> <p>Access and exit routes clearly identified and kept clear of storage</p> <p>Electrical equipment subject to formal inspection/test process</p> <p>Flammable substances stored and used safely by trained personnel only.</p> <p>LPG supply for unit housed in ventilated external cabinet and subject to frequent inspection and/or test by a qualified engineer.</p>		
Staff / Clients / Others	Smoke detectors and fire extinguishers provided to all units.		Director / Project Supervisor

<p>Use of Personal Protective Equipment (PPE)</p> <p><i>PPE should only be used as a 'last resort' control measure and can increase the likelihood of injury if worn incorrectly or for the wrong purpose.</i></p>	<p>General tasks require no special PPE although gloves are recommended for some set-up tasks.</p> <p>Hi Visibility jackets/waistcoats to be worn at all times when working in areas of live traffic or in poor lighting.</p> <p>Contractors will be responsible for their own health and safety, including provision, training and use of PPE.</p> <p>Basic stocks of Covid-19 PPE to be provided</p>		
Staff			Director / Project Supervisor