



# Mid Yorkshire Advanced Motorists

## Risk Assessment



<b>ACTIVITY</b>	Towing and Using the Group Caravan		
<b>ASSESSOR</b>	David Rushfirth – Chief Observer		
<b>OUTCOME</b>	44	Tolerable	Use basic control measures and monitor activity

<b>PEOPLE AT RISK</b>	<b>Category</b>	<b>Tick if at risk</b>
	General Public	✓
	Volunteers	✓
	Members/Candidates	✓
	Others	✓

<b>ISSUE DATE</b>	21 <sup>st</sup> November 2019
<b>NEXT REVIEW DATE</b>	November 2020

Severity		Likelihood	
Description	Score	Description	Score
Minor injury	1	Event unlikely to happen, but possible	1
Injury causing less than three days off work	3	About even chance an event may happen	3
Over three days off work, major injury, or a fatality.	5	Highly likely, or almost certain an event will happen	5

**Multiply the severity score by the likelihood score to produce an overall assessment:**

Result of overall risk grading: < 25 = Low	26 to 75 = Tolerable	76 to 150 = Moderate	151 to 250 = Substantial
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Low	No action
Tolerable	Use basic control measures and monitor activity
Moderate	Reduce the risk wherever possible and monitor activity
Substantial	Reduce the risk, or cancel the activity/action that produced this risk assessment result

### **The Risk Assessment process**

A risk assessment is carried out to evaluate the likelihood of harm occurring due to a hazard and how severe that harm could be. The process identifies the hazards involved, then assess them.

There will be times when the risk is so high that it would be considered dangerous to carry on with the activity – e.g. conducting an Observed run in snow. There are also activities where there is a real risk of injury, but which have a very low injury level – e.g. handling sheets of paper runs the risk of “paper cuts” to the fingers.

The result is that the risks are managed downwards by the control measures considered for that purpose. The control measures must be implemented.

Hazard	People at Risk	Severity	Likelihood	Overall risk	Control measures and comments	Adequate controls in place (Yes/No)	If not, date for their introduction
Inappropriate use of the caravan leading to possible injury.	All	5	1	5	<ul style="list-style-type: none"> <li>Only members of the MYAM committee or fully qualified MYAM observers may be permitted to tow the caravan.</li> <li>Permission must be sought from the committee prior to any proposed use of the caravan. Permission may be granted on a rolling basis for regular group use.</li> <li>All persons given approval for the use of the caravan must hold a valid driving licence including Category BE.</li> </ul>	Yes	
Collision with another vehicle/road user/roadside property etc. during reversing manoeuvre.	Storage yard operatives	5	1	5	<ul style="list-style-type: none"> <li>Committee members and Observers holds valid driving licence for the caravan towing (Category BE) and understands the general issues relating to vehicles of this nature.</li> <li>All committee members, who are not observers are assessed to ensure the required level of competency for towing a caravan.</li> <li>All observers are qualified and periodically checked by National Observers for competence (National Observers periodically re-qualified by IAM RoadSmart examiners).</li> </ul>	Yes	
Compliance with Wakefield Council Health and Safety Requirements whilst visiting the Storage Facility	Committee Member, Observer and Storage yard operatives	5	1	5	<ul style="list-style-type: none"> <li>Committee Members and Observers must report to the gatehouse when arriving/leaving.</li> <li>Committee Members and Observers must read and agree to the Newton Bar Depot Site Rules.</li> </ul>	Yes	
Collision with another vehicle/road user/roadside property etc	All	5	1	5	<ul style="list-style-type: none"> <li>Committee members and Observers holds valid driving licence for the caravan towing (Category BE) and understands the general issues relating to vehicles of this nature.</li> <li>All committee members, who are not observers are assessed to ensure the required level of competency for towing a caravan.</li> <li>All observers are qualified and periodically</li> </ul>	Yes	

Hazard	People at Risk	Severity	Likelihood	Overall risk	Control measures and comments	Adequate controls in place (Yes/No)	If not, date for their introduction
					checked by National Observers for competence (National Observers periodically re-qualified by IAM RoadSmart examiners).		
Collision with a pedestrian or other vehicle at the destination	All	5	1	5	<ul style="list-style-type: none"> <li>Location chosen clear of obstruction or members of the public whilst positioning the caravan</li> <li>Committee members and observers all licensed drivers and IAM RoadSmart members, therefore have excellent awareness of road dangers.</li> </ul>	Yes	
Slip/Trip at starting/finishing venue or during stops.	Volunteer Member	3	1	3	<ul style="list-style-type: none"> <li>Location chosen to be away from possible slip/trip hazards.</li> <li>Uneven surfaces avoided where possible.</li> </ul>	Yes	
Injury whilst manually manoeuvring the caravan	Volunteer Member	5	1	5	<ul style="list-style-type: none"> <li>Use of caravan jockey wheel and brakes to control manoeuvring.</li> <li>Assistance from members if required.</li> </ul>	Yes	
Use of Generator	All	1	1	1	<ul style="list-style-type: none"> <li>Request assistance while lifting the generator from the locker.</li> <li>Always secure the generator to the caravan support leg with the padlock and chain.</li> <li>Only fill the generator from an approved petrol container with suitable delivery spout.</li> <li>Always ensure the filler cap has been secured.</li> <li>Locate the generator such that the exhaust faces away from the caravan.</li> <li>Secure the power cables to avoid a trip hazard before starting the generator.</li> <li>The fire extinguisher must be located in the caravan, be in good condition and in date.</li> </ul>	Yes	
Use of inbuilt appliances	Volunteers	5	1	5	<ul style="list-style-type: none"> <li>Read and understand the user manuals before use. The manuals are kept within the caravan.</li> </ul>	Yes	
The caravan becomes unsafe to use.	Volunteers	5	1	5	<ul style="list-style-type: none"> <li>The caravan must undergo an annual service covering the vehicle and inbuilt appliances and carried out by an industry recognised service agent and Gas Safe Approved Engineer.</li> </ul>	Yes	

Hazard	People at Risk	Severity	Likelihood	Overall risk	Control measures and comments	Adequate controls in place (Yes/No)	If not, date for their introduction
					<ul style="list-style-type: none"> <li>All defects to be assessed by the committee to minimise risk.</li> <li>The caravan must not be used unless reported as safe to use under the service notes.</li> <li>Tyres, lights and locks must be checked before each use.</li> </ul>		
<b>Calculated risk</b>				<b>44</b>			