

RISK ASSESSMENT – DELIVERY OF FLOAT TO SITE FOR COLLECTIONS, AND RETURN TO STORAGE AFTER COLLECTIONS COMPLETED - RLSO

What Are the Hazards?	Who might be harmed & how?	What are you already doing?	Do you need to do anything else?	Action by?	When?
Removing the float from the storage area	Driver, helpers, buildings and equipment	<ul style="list-style-type: none"> ■■Driver is to be accompanied by another member who is to assist with the manoeuvring of the float ready for hitching up to the vehicle ■■Driver is to ensure the float is safely and correctly attached to the vehicle ■■Driver is to ensure they are fully insured to tow the float on behalf of the club 	■■Ensure the driver is fully aware of their responsibilities prior to towing by ensuring they have read this risk assessment.	HH / DT	15 Dec 2019
Towing of the float	Driver, third party drivers and passengers, pedestrians and general public may suffer serious, possibly fatal, injury if struck by the vehicle and float.	<ul style="list-style-type: none"> ■■Driver will have had experience of towing prior to undertaking this job. ■■Driver will ensure they are insured to tow the float ■■Driver is responsible for ensuring he/she has the towing category on their driving licence ■■Driver is responsible for ensuring the float is safely and correctly attached to the vehicle prior to entering onto a public highway ■■Driver is responsible for ensuring the float is not a danger whilst being towed. i.e. there are no parts that can fall off and there are no parts that can cause harm to a third party whilst the float is being towed 	■■Ensure the driver is fully aware of their responsibilities prior to towing by ensuring they have read this risk assessment.	HH / DT	15 Dec 2019
Manoeuvring the float into position	Helpers, Asda staff, pedestrians	<ul style="list-style-type: none"> ■■Asda site is well lit in the evening so visibility should be good ■■High-visibility jackets to be worn ■■Driver should ensure the brake is applied, the legs on the float are secured in position, the vehicle is detached and the towing vehicle is removed from the immediate area before the general public are allowed in the area of the float 	■■Ensure all helpers are fully aware of their responsibilities prior to manoeuvring takes place by ensuring they have read this risk assessment.	HH / DT	15 Dec 2019
Unfamiliarity with risks at storage, Asda site, reversing policy, load handling	Driver may suffer injury or ill health through lack of awareness of risks on storage site and Asda site.	<ul style="list-style-type: none"> ■■Driver regularly visits the storage area and is aware of relevant safety issues ■■Driver is to make himself aware of the area and follow instruction from Asda employees 	■■ Ensure the driver and helpers are fully aware of their responsibilities prior to manoeuvring by ensuring they have read this risk assessment.	HH / DT	15 Dec 2019
Falls from float	Driver or helpers may suffer serious, possibly	■■Walking on the float is not allowed unless there are maintenance issues. These should only be done when the	■■No further action at this stage	HH / DT	15 Dec 2019

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	fatal, injuries if they fall from the float.	float is in situ			
Slips and trips	Someone may suffer injuries such as fractures or bruising if they slip on spillages or trip over objects.	<ul style="list-style-type: none"> ■ Drivers wear strong, comfortable footwear with a good grip ■ Good housekeeping to be in place around the float, in all areas. Cables should be positioned so they are not a danger to people around the float. ■ When setting up the float ensure that there are no cables trailing across the floor that can cause the public to trip and fall 	■ No further action at this stage	HH / DT	15 Dec 2019
Manual handling, lifting and moving heavy objects or objects that are difficult to grasp	Driver or helpers risk injuries or back pain from handling heavy or awkward objects.	■ Driver and helpers familiar with the static float and appropriate safe manual handling techniques	■ Ensure one of helpers observes process to check appropriate steps taken	HH / DT	15 Dec 2019
Coupling and uncoupling	Driver or others may suffer serious crush injuries if trapped by moving trailer or tractor unit.	■ Driver follows safe systems of work for coupling/uncoupling	■ Ensure one of helpers observes process to check appropriate steps taken	HH / DT	15 Dec 2019
Driver fatigue	Driver/other road users may suffer serious injury if road accident results from fatigue.	■ Driver aware of need to take break if they become tired whilst driving – though journey between the storage area where the static float is stored and the Rotherham Town Centre is less than 20 miles	■ Driver will call for competent stand-in if feeling ill	HH / DT	15 Dec 2019
Fire during refuelling of vehicles.	Driver and others risk possibly fatal injury from burns/smoke inhalation if there is a fire on site or on the vehicle.	■ Driver is aware of fire safety procedure; driver of vehicle carrying static float aware of fire risk, carries fire extinguisher on vehicle, and can undertake the necessary action. Storage area also has fire safety process, and personnel are appropriately trained	■ No further action at this stage	HH / DT	15 Dec 2019

Important Notes to be completed: -

1. Are the activities of this event covered by the standard RIBI Insurance Policy? (see current “Insurance Guide” and current “Confirmation of Insurance - Public Liability”, both documents are available on the RIBI website in the “Downloads Library”).

Yes / No

If No, take action to ensure appropriate cover, i.e. consult RIBI Insurance Brokers, Bartlett & Co Ltd.

<https://www.rotarygbi.org/media/2019/08/2019-20-Rotary-Club-Insurance-Guide-July-2019.pdf> : particularly page 9.

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2. Is a DBS check required for any aspect of the activities?

Yes / No

(see current “RIBI Protection Policy” available on the RIBI website in the “Downloads Library”.)

<https://www.rotarygbi.org/media/members/2019/11/2018-19-Safeguarding-Guidance-Manual-Master-Issue-1.pdf> : particularly page 19

Signed: _____ **Risk Assessor**

Signed: _____ **Event organiser**

Print name: _____

Print name: _____

Date: _____

Date: _____ **Review Date:** _____