





















safe working procedure



Location	WAREHOUSE, OUTSIDE, TRAILER PARK, LOADING DOCK	Revision	7
Process / Task	OPENING AND CLOSING A SLIDING ROOF	Document no.	RA SWP TAT 002
Required Equipment & Materials	Roof Pole	Last Review Date	15.05.2023
Persons involved	Driver/ Ground Staff/ Visitors	Expiry Date	14.05.2025
Mandatory Training		Reference Documents	RA SWP LC 014, RA SWP TAT 013
Author	BILL MCCORMACK	Approver	CLAIRE REYNOLDS

Commitments we live by				Personal Protection Equipment				Hazards					
	Fundamentals	Pedestrian Protection	Working at height		High Visibility	Gloves	Hearing Protection		Asphyxiation	Collision – mobile equipment	Crushed between objects	Entanglement	
	✓	✓	✓		✓	✓				✓	✓	✓	✓
					Helmet	Safety Footwear	Eye Protection		Fall from height	Manual tasks	Slips, trips or fall at same level	Struck by falling objects	
Mobile Equipment	Energy Isolation	Handling Loads	✓	✓		✓	✓	✓	✓				
✓		✓											
Take Time 1) Think through the task 2) Spot the hazard 3) Assess the risk 4) Take appropriate action 5) Do the task safely		Stop Work Authority: You have the responsibility and authority to speak up and stop any task that presents an unacceptable level of risk that could potentially result in a serious incident. This includes: Unsafe work; Unsafe acts and conditions; A situation where you are in doubt You are empowered to exercise your Stop Work Authority											
								Struck by mobile equipment	Struck by object	Release of energy	Human Behaviour		
								✓	✓	✓	✓		
It is the duty of all employees to comply with the following Safe Working Procedure designed to provide a code of good practice and conduct with the objective of preventing accidents or harm. At all times employees must work in a safe manner both to prevent personal injury to themselves or others.													

safe working procedure

Attention Points SWP-TAT 002		Action
PPE / Equipment		<ul style="list-style-type: none"> • Wear PPE • ONLY Use a Roof Pole
Fall from Height		<ul style="list-style-type: none"> • 3 points of contact accessing trailer beds using trailer steps/platforms. • Roof locking pins release cable – NEVER use to pull roof open/close.
Slips, Trips and Falls – same level		<ul style="list-style-type: none"> • Use roof side tabs to open/close the roof where fitted and work from ground level where possible.
Struck by Falling Objects		<ul style="list-style-type: none"> • Check for rain water, during winter periods check roof for ice, before opening roof

safe working procedure

<p>Struck by Moving Objects</p>		<ul style="list-style-type: none"> • Ensure trailer doors are tied back when open
<p>Winter weather – Snow and Ice: -</p>		<ul style="list-style-type: none"> • Take trailer to safe area away from pedestrians and moving vehicles. • Keep curtains and roof closed. • Ensure trailer bed is clear and free from tripping hazards. Trailer bed can also be slippery in cold weather, use grit if necessary • From inside the trailer walk slowly from front to back using the roof pole to push upwards on the roof to break up ice and snow, allowing it to slide off the side safely before opening the roof. Ref: RA SWP LC014.1

Should the trailer roof not open freely then: -

site standard

Visual Fault Finding – Sliding Roof

Only for trailers with the roof cord intact and undamaged

1. The roof is difficult to push open or close?

Common causes

- The trailer may be sloping
- The trailer may be parked on uneven ground

Solution

- Pull on to level ground
- Inflate / deflate air suspension to level trailer



2. Unable to disengage the locking pins, or sliding roof jam's part way

Common causes

- The curtains are closed and under tension
- Trailer doors hanging open unsecured
- Roof jamming on partially open curtains

Solutions

- Release the tension in the curtains by loosening the buckles and slaken the tension bar*
- Secure the trailer doors back with retaining arms
- Close any partially open curtains

*(where possible – see local site rules)



3. If no movement after trying all the above try opening with a second person, using a roof pole on each side.

- Maximum 3 attempts. Do not use excessive force!






• If roof still does not open reject the trailer and send off site for an authorized repair.





the sense of logistics



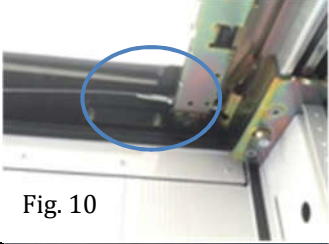

- Check trailer is on level ground and is level (not parked on any obstruction)
- Try to level trailer using air suspension
- Ease the tension from the trailer side curtains
- Check doors are secured and not hanging / swinging
- Seek assistance from a second person with a roof pole on the other side to open in tandem.
- Never try and physically force a trailer roof open. Report all defective trailer roofs to your manager and follow the POFM Trailer Defect and VOR procedure
- **NEVER ATTEMPT TO REPAIR THE ROOF YOURSELF**





If they don't work then defect the trailer






SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
1	<p>Opening a Sliding Roof from Inside trailer</p> <p>Park on even, level ground</p>	Fig. 1 – roof may be difficult to open if on a slope or camber		 <p>Fig. 1</p>
	Apply handbrake,	Fig. 2 – Potential for vehicle rollaway.		 <p>Fig. 2</p>
	turn off engine, remove keys	Fig. 2a		 <p>Fig. 2a</p>
2	Use access platforms or gantries where available or deploy trailer steps completely.	<p>Fig. 3 - Trapping points -</p> 	PPE - Gloves, ensure steps are fully extended/retracted, always Keep control of the door.	 <p>Fig. 3</p>





SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
3	Open and secure rear doors	Fig. 4 – Refer to SWP-TAT013 Opening and closing rear doors – Potential Blind Spot - check for other visitors and vehicles in the immediate area. Sudden release of energy.	PPE - Gloves, ensure steps are fully extended/retracted, always Keep control of the door.	 Fig. 4
	Secure doors	Fig. 5 – risk of being hit by objects in windy/ gusty conditions. Always use door retaining arms to secure door bar.	PPE - Gloves, ensure steps are fully extended/retracted, always Keep control of the door.	 Fig. 5
4	Position the roof pole hook securely into the eye on the rear flap of the trailer roof	Fig. 6 - Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap Gloves.	 Fig. 6
	Push upwards to release the rear flap	Fig. 7 - Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap Gloves.	 Fig. 7





SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
5	Position roof pole on roof release cable/ wire	Fig. 8	Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap Gloves.	 Fig. 8
	With feet firmly placed, tug down sharply on the release wire	Fig. 9 - Use limited force to pull on the release wire with the roof pole to release locking pins	Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap Gloves. Stand upright with back straight.	 Fig. 9
		Fig. 10	If locking pins DO NOT release, then report a Defect.	 Fig. 10
6	Position roof pole on to roof bar and push a short distance	Fig. 11 - Ensure roof pole is only positioned on the bar. The roof should not be pushed or pulled using the release cable.	Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap Gloves.	 Fig. 11





SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
8	Should the roof be difficult to open then?	Fig. 12 - Raise the trailer suspension	See section the ATTENTION Section on pages 3-5 .	 Fig. 12
		Fig. 13 - release some of the trailer curtain buckles ensure that fingers are kept clear of the buckle when unfastening, to avoid trapping	PPE - gloves to be worn. Unbuckle the curtain straps ensuring that fingers are clear of trapping in the ratchet.	 Fig. 13
9	Climb up the steps/ gantry platform onto the trailer bed,	Fig. 14 - Slips and trips Falling from height	PPE - Safety boots, Helmet with Chin Strap, always maintain 3 points of contact. Use rear platforms where possible. Ensure curtains are closed and buckled whilst on back of trailer	 Fig. 14
10	Turn around to face the trailer headboard – locate roof pole onto roof bar	Figs. 15	PPE - Safety boots, Helmet with Chin Strap. Ensure curtains are closed and buckled whilst on back of trailer.	 Fig. 15

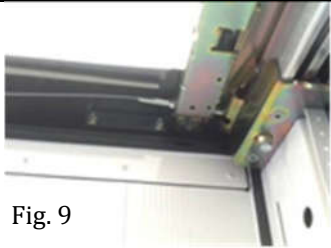



SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
11	Position the roof pole on the bar and walk forwards,	Fig. 16 - Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	Remove or avoid trip hazards. Controlled movement of roof do not jerk or push with excessive force. Push the roof evenly (not skewed) towards the headboard. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap.	 Fig. 16
	Continue	Fig. 17	Remove or avoid trip hazards. Controlled movement of roof do not jerk or push with excessive force. Push the roof evenly (not skewed) towards the headboard. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap.	 Fig. 17
12	Continue until the roof locking pins lock	Fig. 18	Remove or avoid trip hazards. Controlled movement of roof do not jerk or push with excessive force. Push the roof evenly (not skewed) towards the headboard. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap.	 Fig. 18

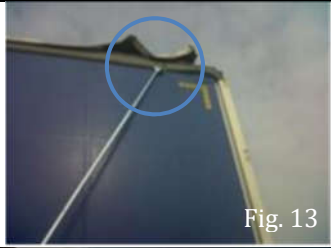



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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
13	Exit the trailer via the rear steps / gantry platform ONLY (DO NOT JUMP)	Fig. 19 - Falls from height 	PPE - Safety boots, Helmet with Chin Strap, always maintain 3 points of contact. Use rear platforms where possible. Ensure curtains are closed and buckled whilst on back of trailer	 Fig. 19
14	Return the trailer suspension to the correct level for driving	Fig. 20		 Fig. 20
Opening a Sliding Roof from the Ground				
15	Park on even, level ground	Fig. 1 – roof may be difficult to open if on a slope or camber		 Fig. 1




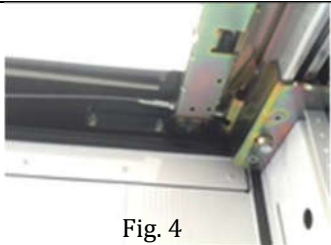
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
16	Apply handbrake,	Fig. 2 – Potential for vehicle rollaway.		 Fig. 2
17	turn off engine, remove keys	Fig. 2a		 Fig. 2a
18	Open and secure rear doors	Fig. 3 - Refer to SWP-TAT013 Opening and closing rear doors – Potential Blind Spot - check for other visitors and vehicles in the immediate area.	PPE - Gloves, ensure steps are fully extended/retracted, always Keep control of the door.	 Fig. 3
19	Secure doors	Fig. 4 - Refer to SWP-TAT013 Opening and closing rear doors. Trapping in door release/locking mechanism,	PPE – Gloves, always Keep control of the door.	 Fig. 4

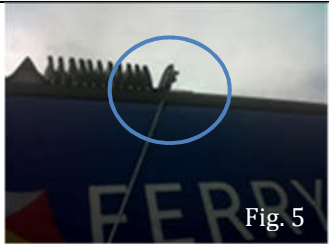



SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
20	Opening the Header Bar - Position the roof pole hook securely into the eye on the rear flap of the trailer roof/ header bar -	Fig. 5 – Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap Gloves.	 Fig. 5
21	Push upwards to release the rear flap/ header bar	Fig. 6 - Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap Gloves.	 Fig. 6
22	Position roof pole on release wire	Fig. 7	Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap Gloves.	 Fig. 7
23	With the roof pole release the locking pins	Fig. 8 - With feet firmly placed, tug down sharply but not with excessive force on the release wire	Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap Gloves.	 Fig. 8


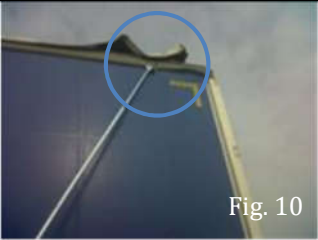


SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
24		Fig. 9	If locking pins DO NOT release, then report a Defect.	 Fig. 9
25	Hook roof pole on to bar and push a short distance	Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap Gloves. Fig. 10. If roof is difficult to open then try the following remedies	 Fig. 10
26	Raise the trailer suspension using the control lever on the side of the trailer (Fig. 11)			 Fig. 11
27	Release some of the curtain buckles or tension in the curtain buckle straps (Fig. 12)	Trapping points	PPE - gloves to be worn. Unbuckle the curtain straps ensuring that fingers are clear of trapping in the ratchet.	 Fig. 12





SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
28	Identify tab on the side of the trailer	Fig. 13 –Integrity of roof tag and rivets (Damaged or defective)	Using the roof pole apply firm downward pressure on the tag, whilst maintaining a secure position, to check the integrity of the tag. If the tag breaks or comes away the trailer must be defected.	 Fig. 13
29	Position the roof pole on the tab and walk forwards,	Fig. 14 - Slips and trip hazards. Sudden release of energy or stop, due to jam in roof	Controlled movement of roof do not jerk or push with excessive force. Pulling the roof evenly (not skewed) towards the headboard Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap Gloves.	 Fig. 14
		Fig. 15	Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap Gloves.	 Fig. 15
		Fig. 16	Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap Gloves.	 Fig. 16

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
		Fig. 17	Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap Gloves.	 Fig. 17
30	Continue until the roof locking pins lock	Fig. 18	Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap Gloves.	 Fig. 18
		Fig. 19 - If Locking pins DO NOT engage then -	the roof maybe restrained by a strap or roof pole to the headboard or to a suitable and secure lashing point to prevent it rolling backwards.	 Fig. 19
31	Return the trailer suspension to the correct level for driving.	Fig. 20		 Fig. 20




SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
Closing a Sliding Roof from the Ground				
32	Check there are no obstructions which can prevent the roof from closing	Fig. 1		 Fig. 1
33	Drop trailer air suspension to assist in the roof running freely backwards	Fig. 2		 Fig. 2
		Fig. 3		 Fig. 3
34	Release locking pins by gently pulling down on the release wire	Fig. 4. - This can be done from outside the trailer through an open curtain. With feet firmly placed, tug down sharply but not with excessive force on the release wire	Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap Gloves. If locking pins DO NOT release, then report a Defect.	 Fig. 4

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
35	Identify tab on the side of the trailer	Fig. 5 - Using the roof pole apply firm downward pressure on the tag, whilst maintaining a secure position, to check the integrity of the tag.	If the tag breaks or comes away the trailer must be defected.	 Fig. 5
36	Position roof pole on to the tab	Fig. 6 - If no tab in place, use the crook end of the roof pole and attach to the roof bars.	Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap Gloves.	 Fig. 6
37	Walk forwards towards the rear of the trailer to close the trailer roof canopy -	Fig. 7 - Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	Remove or avoid trip hazards. Controlled movement of roof do not jerk or push with excessive force. Push the roof evenly (not skewed) towards the headboard. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap.	 Fig. 7
	Continue	Fig. 8	Remove or avoid trip hazards. Controlled movement of roof do not jerk or push with excessive force. Push the roof evenly (not skewed) towards the headboard. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap.	 Fig. 8

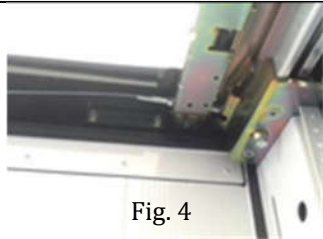


SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
	Continue	Fig. 9	Remove or avoid trip hazards. Controlled movement of roof do not jerk or push with excessive force. Push the roof evenly (not skewed) towards the headboard. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap.	 Fig. 9
38	Once the roof canopy has closed to the end, remove the roof pole from the tab. Walk round to the back and face the rear of the trailer	Fig. 10 – Potential Blind Spot	Maintain a good lookout for other visitors and vehicles to the area	 Fig. 10
39	Position the roof pole hook securely into the eye on the rear flap of the trailer roof	Fig. 11 - Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	Remove or avoid trip hazards. Controlled movement of roof do not jerk or push with excessive force. Push the roof evenly (not skewed) towards the headboard. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap.	 Fig. 11
40	Pull down firmly with both hands on the roof pole to secure the rear flap of the trailer into place	Fig. 12 - Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	Remove or avoid trip hazards. Controlled movement of roof do not jerk or push with excessive force. Push the roof evenly (not skewed) towards the headboard. Ensure good grip on roof pole. Roof serviced regularly.	 Fig. 12






SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
			PPE-Safety boots, Helmet & Chin Strap.	
41	The locking pins should click into place	Fig. 13		 Fig. 13
42	Close trailer doors	Fig. 14 – Refer to SWP-TAT013 Opening and closing rear doors – risk of being hit by objects in windy/ gusty conditions. Always use door retaining arms to secure door bar.	PPE - Gloves, ensure steps are fully extended/retracted, always Keep control of the door.	 Fig. 14
		Fig. 15 – Potential Blind Spot -check for other visitors and vehicles in the immediate area. Trapping in door release/locking mechanism,	PPE - Gloves, ensure steps are fully extended/retracted, always Keep control of the door.	 Fig. 15
43	Return the trailer suspension to the correct level for driving	Fig. 16		 Fig. 16

safe working procedure


SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
	Closing a Sliding Roof from Inside the Trailer			
44	Check there are no obstructions which can prevent the roof from closing	Fig. 1		 Fig. 1
45	Drop trailer air suspension to assist in the roof running freely backwards	Fig. 2		 Fig. 2
	Continue	Fig. 3		 Fig. 3

safe working procedure

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
46	Using 3 points of contact climb up the steps on to the trailer bed. Release locking pins by gently pulling down on the release wire	Fig. 4	PPE - Safety boots, Helmet with Chin Strap, always maintain 3 points of contact. Use rear platforms where possible. Ensure curtains are closed and buckled whilst on back of trailer.	 Fig. 4
47	Hook roof pole on to bar and walk forwards towards the rear of the trailer, until the roof locking pins lock and	Fig. 5 - pushing the roof evenly (not skewed), Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap.	 Fig. 5
	Continue and vehicles in the immediate area.	Fig. 6 - Ensure the pole is not facing inwards towards your body – risk of pole pushing into chest or stomach if roof suddenly jams. Keep the roof pole downwards and to the side.	Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap.	 Fig. 6

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
48	Using 3 points of contact exit the trailer via the rear steps / gantry	Fig. 7 = 	PPE - Safety boots, Helmet with Chin Strap, always maintain 3 points of contact. Use rear platforms where possible. Ensure curtains are closed and buckled whilst on back of trailer.	 Fig. 7
49	Face the rear of the trailer, Position the roof pole hook securely into the eye on the rear flap of the trailer roof	Fig. 8 - Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap.	 Fig. 8
50	Ensure your feet are squarely on the ground and hold the roof pole firmly with both hands. Pull down firmly with both hands on the roof pole to secure the rear flap of the trailer into place	Fig. 9 - Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap.	 Fig. 9
51	Close trailer doors.	Fig. 10 – Refer to SWP-TAT013 Opening and closing rear doors – risk of being hit by objects in windy/ gusty conditions. Trapping in door release/locking mechanism, Potential Blind Spots	PPE - Gloves, ensure steps are fully extended/retracted, always Keep control of the door. Check for other visitors and vehicles in the immediate area.	 Fig. 10

safe working procedure

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
52	Return the trailer suspension to the correct level for driving.	Fig. 11		 <p>Fig. 11</p>

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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
Lone Working - If working alone and injury occurs, potential for serious consequences	Driver, Shunter, Ground Staff	1	4	4	Always book in or sign in at place of work, ensure colleagues or site staff know where you are.
Trapping of fingers, extending/retracting steps, impact injury from uncontrolled movement of door. Fastening/ unfastening curtain buckles.	Driver/ Loader/ Shunter	2	2	4	PPE - Gloves, ensure steps are fully extended/retracted, always Keep control of the door. (RA SWP TAT- 013.2)
Slips, trips and fall (from height) height of trailer steps/ gantry platform, lcy conditions	Driver/ Loader/ Shunter	2	3	6	PPE - Safety boots, Helmet with Chin Strap, always maintain 3 points of contact. Use rear platforms where possible. . Ensure curtains are closed and buckled whilst on back of trailer.
Slips, trips and falls (same level) Defective roof operation tag. Defective roof release cable. Defective roof operation (Jamming/ Stiff/ Header Bar issues). Ground conditions.	Driver/ Loader/ Shunter	2	4	8	<ul style="list-style-type: none"> • Using the roof pole apply firm downward pressure on the tag, whilst maintaining a secure position, to check the integrity of the tag. • If the tag breaks or comes away the trailer must be defected. • Using the roof pole apply firm downward pressure on the roof release cable, whilst maintaining a secure position, to check the integrity of the cable. • If the cable breaks or comes away the trailer must be defected. • Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. • Roof serviced regularly, including roof release cord. • PPE - Safety boots, Helmet & Chin Strap. <p>Refer to Visual Fault-Finding Procedure. Trailer must be defected if still cannot be opened / closed safely</p>

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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
Manual handling , potential for muscle and ligament strain, opening the header bar, pushing the roof when opening/closing	Driver/ Loader/ Shunter	3	4	12	Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap.
Fall from height – closing roof	Driver/ Loader/ Shunter	3	4	12	Ensure trailer bed is free from debris. Controlled movement of roof. Ensure curtains are closed and buckled whilst on back of trailer. Be aware of back edge of trailer. PPE - Safety boots, Helmet & Chin Strap.
Cuts and scratches from damaged TIR lace	Driver/ Loader/ Shunter	3	2	6	PPE – Gloves
Object falling from height (Ice and snow in Winter) , risk of injury to passers-by or other vehicles	Driver/ Loader/ Shunter	1	4	4	Take trailer to safe area away from pedestrians and other vehicles. With curtains and roof closed, enter back of trailer and using roof pole, gently push upwards on roof to break up snow and ice or object and allow it to fall safely over sides

safe working procedure

Competence Check						
#	Question	Answer		#	Question	Answer
1	What PPE is required to work with the trailer steps?					
2	What should you do before opening the roof in winter?					
3						
4						

Sign off	Name	Signature	Date
Worker / Operative			
Trainer / Supervisor			