

Risk assessment – Driving with trailers

Bolton School	Assessment carried out by: Steven Bradley
Date of next review: 04/09/2026	Date assessment was carried out: 04/09/2025

Overview of activity	Driving with a trailer for Bolton School using Bolton School Vehicles and being driven by Bolton School staff. Loading and unloading equipment on to the trailer.				
What are the hazards?	Who might be harmed?	What are you already doing to control the risk?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Inexperienced driver	<ul style="list-style-type: none"> • Staff • Participants 	<ul style="list-style-type: none"> • Ensure that they have gone through Bolton School driving sign out procedure with the logistics coordinator <ul style="list-style-type: none"> • Make sure that they have the experience to drive, by asking questions. Give consideration to the conditions and the type of vehicle they are driving. 	n/a	Staff	Before driving
Defective equipment	<ul style="list-style-type: none"> • Staff • Participants • Public 	<ul style="list-style-type: none"> • Check the vehicle and fill in the daily log and raise any concerns with The logistics coordinator. <ul style="list-style-type: none"> • Trailers checked every 12 months by a suitably qualified person. • Driver to inspect visually before use 	n/a	Staff	Before driving
Paper work not up to date	<ul style="list-style-type: none"> • Staff • Participants 	<ul style="list-style-type: none"> • Make sure that the logistics coordinator has seen evidence of an up to date copy of their driving license (every 12 months) use DVLA sign on system. • If using own car, make sure that they have signed the Bolton School form, “driving on school business” which means that they are covered by schools insurance. 	n/a	Staff	Before driving
Poor weather and road conditions	<ul style="list-style-type: none"> • Staff • Participants • Public 	<ul style="list-style-type: none"> • Use judgment and must not feel that they must drive if they are not comfortable, if returning from a venue and weather worsens, ring the logistics coordinator or member of SLT and work out another plan if necessary. 	n/a	Staff	Before driving and during
Tired driver	<ul style="list-style-type: none"> • Staff • Participants • Public 	<ul style="list-style-type: none"> • Be honest about how they feel, on a long day out work load needs to be shared to allow the driver some respite. • School SLT/logistics coordinator need to make sure that where appropriate two drivers are available. 	n/a	Staff	Before and during
Positioning and attaching trailers to minibuses.	<ul style="list-style-type: none"> • Staff • Participants 	<ul style="list-style-type: none"> • Only staff who have the appropriate driving licence endorsement and skill are allowed to drive trailers. • Participants only assist staff on positioning trailers, they must never be left unsupervised, and the member of staff must always be in control of the nose of the trailer. • All participants must receive a clear briefing about where to stand around the trailer and what is expected of them, all 	n/a	Staff	Before driving

		<p>helpers must check what the ground conditions are like underfoot and look for obstruction that could trip or trap them once the trailer changes position. Staff member to visually check this.</p> <ul style="list-style-type: none"> • Only participants who are strong enough and competent should be used to assist. i.e. older students; not primary age. • Staff member must check the area for associated hazards, such as moving cars and people and take appropriate action. • Staff member to ensure that the trailer is light enough to move safely. If not unload items or stop and find another solution. 			
Lifting canoes/kayaks or Mountain Bikes on and off trailers	<ul style="list-style-type: none"> • Staff • Participants 	<ul style="list-style-type: none"> • Staff member to ensure that the trailer is light enough to move safely. If not unload items or stop and find another solution. • Staff and participants to follow best practise for manual handling, staff to ensure that participants follow a clear briefing to avoid injury. • Use as many people as necessary to safely carry the craft taking in to account strength of people, weight and size of the craft. • Staff to brief participants about possible trap potential between pieces of equipment and / or in situ objects. 	n/a	Staff	During
Equipment falling from trailer during transit	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Driver must check the load before setting off. • Pupils are taught how to fasten equipment to trailer but All knots/buckles must be checked by the driver before setting off. 	n/a	Staff	During