















SSOW 001: Hitching, Towing and Uncoupling of D&S IFCA Trailers

Safe System of Work for:			Hitching, towing and uncoupling of D&S IFCA trailers					
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Key Objectives								
<ul style="list-style-type: none">To understand the hazards and risks of hitching, towing and uncoupling a trailer (and its load where applicable) used by D&S IFCA and carrying out all necessary measures to ensure that safe working practices are carried outSSOW 001 should be read in conjunction with RA6.Procedures are generally shared across all trailers used by D&S IFCA Officers, including the trailer for fishery patrol vessel David Rowe, and Enforcer, D&S IFCA's box trailer and any other trailer used for D&S IFCA's work.								
General/ Main Hazards								
								
Slips and trips	Crushing	Manual handling	Collision with other vessels	Cuts and injury from sharp edges	Overhead hazards	Towing trailer	Entanglement in ropes or gear	Angry/ hostile people

PPE Necessary							
 <p>Safety Footwear</p>	 <p>High viz reflective Vests to be worn by banksmen</p>	 <p>Protective/ warm gloves</p>	 <p>Appropriate coastal clothing /drysuits</p>	 <p>Helmets fitted with integrated comms system or personal comms sytem used</p>			
Major Risks <ul style="list-style-type: none"> • Moving a trailer or using trailer to transport D&S IFCA vessels or other load may involve the potential for road hazards, and increased risk in busy traffic • Loss of control of trailer, trailer weave and possibility of jack knifing • Incorrect coupling or uncoupling procedure • Towing trailers involving potential risks of slipping, tripping, entanglement in ropes and trailer failure • Potential for crushing should the load come off the trailer • Crushing injuries • Injury caused by tripping and slipping • Hostility / violence from public/ other road users • Entanglement in ropes or lines. • Injury from lifting and falling heavy objects and equipment • Cuts and injury from sharp edges • Adverse environmental conditions whilst towing • Pedestrians in the vicinity when reversing and how they are managed 							

Prior to Hitching Up

Step	Procedure	Hazard or risk	Control measure
1	Ensure all PPE used before, during and after the operation is in good working order	Inadequate PPE could lead to injury through ineffective manual handling, crushing or cuts from trailer.	<ul style="list-style-type: none"> All Officers supplied with appropriate PPE All officers to advise other team members if they are using inadequate PPE All PPE is maintained by Officers and replaced/ updated when necessary
2	Ensure the trailer is maintained and serviced regularly and a record of the maintenance and servicing is kept. D&S IFCA has different trailers for each vessel and a box trailer and setting up and securing procedure for each is different	<p>Failure of trailer due to salt ingress / corrosion or inadequate maintenance.</p> <p>Use of an unsafe trailer leading to risk listed above</p>	<ul style="list-style-type: none"> An up to date maintenance and equipment service schedule is kept and viewed here for all vessels and trailers All officers trained on how to attach each trailer to the vehicle Officers to be trained in towing Trailer to be washed down and hubs flushed with fresh water after each immersion. (Hand brake must be disengaged during flush)

Photos of D&S IFCA's Vessels on trailers



Figure 1 PV David Rowe on trailer - port side view



Figure 2 PV Enforcer on trailer -port side view



Figure 3 Tinny on trailer

Step	Procedure	Hazard or risk	Control measure
3	<p>Conduct thorough all round visual inspection of towing vehicle, trailer and load. To include:</p> <ul style="list-style-type: none"> • Visually inspection of coupling and breakaway cables and ensure they are in place and secured appropriately • Check load is correctly loaded and secured (Figures 6 & 7) • If towing a vessel check outboards are in upward position (Figure 11) • Visually inspect the tow bar and electrical connection • Ensure light cluster out riggers are extended into towing positions (Figure 5 PV David Rowe and Figure 13 PV Enforcer) • Ensure any protruding equipment is stowed e.g., on PV David Rowe the FLIR camera (Figure 8 David Rowe) • If towing a vessel, ensure any battery lock catches are closed (Figure 10 FV Enforcer) • If towing a vessel and there is a need to recheck 	<p>Trailer failure Unsecured / incorrectly secured load Working at height</p>	<ul style="list-style-type: none"> • Officers use IAuditor to log inspections and any issues identified. All checks are recorded. Notifications of any issues identified are sent to the Senior Enforcement Officer and Duty Holder. • Follow RA6. • All Officers are trained in procedures. • Any faults to be reported to line manager immediately and recorded on the asset log and item marked with Hazard tape. • Use ladder to access the patrol vessel when on trailer – the ladder should be secured to the vessel and on stable ground.

Step	Procedure	Hazard or risk	• Control measure
	<p>stowage on the RIBs, then access is via the ladders (figures 4 & 9)</p> <ul style="list-style-type: none"> If towing a vessel, the elephant trunks may be left down and open to help drain away any water held in the vessel. They must be secured for launching. (Figure 14 FV Enforcer) 		
4	If towing a vessel, ensure propeller covers/bags are positioned correctly and secured for trailering (Figure 5 & 12)	Protruding parts of boats could cause road accidents or snagging	<ul style="list-style-type: none"> Follow RA6. All Officers are trained in procedures.

PV David Rowe Pre hitching checks - Photos








Figure 4 Access ladder PV David Rowe






Figure 5 Extended light boars for driving and propeller covers fitted



Figure 6 PV David Rowe Transport strap 1




Step	Procedure	Hazard or risk	• Control measure
	 <p>Figure 7 PV David Rowe Bow Transport Strap 2</p>	 <p>Figure 8 FLIR Camera Stowed – PV David Rowe</p>	
PV Enforcer Pre-hitching checks - Photos			
	 <p>Figure 9 Access ladder PV Enforcer</p>	 <p>Figure 10 Battery locker catch closed</p>	 <p>Figure 11 Outboards up PV Enforcer</p>






Step	Procedure	Hazard or risk	• Control measure
	 <p><i>Figure 12 Propellers covers secured ready for trailering</i></p>	 <p><i>Figure 13 Trailer lights extended for driving</i></p>	 <p><i>Figure 14 PV Enforcer Elephant Trunks Secure</i></p>

Hitching Trailer to Vehicle using Rear Hitch – Banksman required

Step	Procedure	Hazard or risk	Control Measure
5	Ensure jockey wheel is wound down and secure before moving vehicle from trailer storage support block if used (Figures 15, 18, 24, 27 & 28).	Failure to secure jockey wheel down may lead to damage to the trailer and possible accident or injury to persons.	<ul style="list-style-type: none"> All Officers are trained in procedures. Check list is completed and recorded in IAuditor Follow RA6
6	Establish comms between driver and banksman using personal comms kit. Position vehicle utilising the vehicle cameras and sensors and listen to instruction from banksman (verbal direction)	Lack of adequate visibility and banksman's instruction could lead to accidents or injury to persons, vehicles or other structures.	<ul style="list-style-type: none"> A banksman must always be present when coupling or uncoupling to a rear hitch. Vehicle and trailer checks always undertaken prior to hitching up and be recorded in IAuditor.
7	Connect break away cable through the towing assembly and secure to the vehicle (Figure 19 & 24)	Failure to do this will prevent the brakes from being activated in the event of the trailer being disconnected from the vehicle.	<ul style="list-style-type: none"> All Officers are trained in procedures. Check list is completed and recorded in IAuditor Follow RA6.
8	<p>a. Lower trailer onto tow ball, ensure fully engaged, lever will drop into lock position, green indicates correctly engaged. (Figures 19, 26, 27, 28, 32)</p> <p>b. In order to check if coupling is secure, wind the jockey wheel up and if connected correctly this may cause the vehicle to lift.</p>	Failure to secure the coupling will lead to trailer coming unhitched which could lead to accidents or injury to persons, vehicles and other structures	<ul style="list-style-type: none"> All Officers are trained in procedures. Check list is completed and recorded in IAuditor Follow RA6

Step	Procedure	Hazard or risk	Control Measure
9	a. Correctly stow the jockey wheel to prevent unwind on the journey (Figure 16 PV David Rowe) or is secured with an R-Clip (Figure 30 & 31 PV Enforcer).	Failure to secure the jockey wheel could lead to unintended loss of jockey wheel and cause a potential accident to or injury to persons, vehicles and other structures	<ul style="list-style-type: none"> • All Officers are trained in procedures. • Check list is completed and recorded in IAuditor • Follow RA6
10	a. Connect trailer electrics and ensure correctly engaged and locked in position, (Figure 33) b. Ensure length of cable is such that it will not come into contact with the road surface	Failure to check that electrics are connected correctly, and lead is secure could lead to failure of lights and signals whilst driving and may lead to accidents or injury to persons and other road vehicles	<ul style="list-style-type: none"> • All Officers are trained in procedures. • Check list is completed and recorded in IAuditor • Follow RA6
11	Check all lights and are operating and fully functional before every trip.	Failure to check that electrics fully operational could lead to accidents or injury to persons and other road vehicles	<ul style="list-style-type: none"> • All Officers are trained in procedures. • Check list is completed and recorded in IAuditor • Any faults to be reported to line manager immediately and recorded on IAuditor and Asset Log. Item marked with Hazard tape. • Follow RA6
12	Release trailer hand brake (if applied) and remove wheel chocks and stow in towing vehicle for later use if required (Figure 35).	If brake is not released could lead to strain on the trailer and vehicle. If chocks are not stowed in the vehicle, then this may lead to accident or injury should they be required later in the launching and recovery process.	<ul style="list-style-type: none"> • All Officers are trained in procedures. • Check list is completed and recorded in IAuditor • Follow RA6.

Step	Procedure	Hazard or risk	Control Measure
Photos of Hitching Trailers using Rear Hitch –			
A. PV David Rowe			
			
	<i>Figure 15 PV David Rowe Trailer Storage Support Block</i>		
			
	<i>Figure 16 PV David Rowe wheel chocks</i>		
			
	<i>Figure 17 PV David Rowe Retracted Jockey wheel</i>		

Step	Procedure	Hazard or risk	Control Measure
	 <p>Figure 18 PV David Rowe Jockey Wheel Transport Position</p>	 <p>Figure 19 PV David Rowe Tow Hitch connected – B-Away and Electrics</p>	 <p>Figure 20 PV David Rowe Lightboard Arm Locking Handle</p>
	 <p>Figure 21 PV David Rowe Trailer Handbrake Engaged Position</p>	 <p>Figure 22 PV David Rowe Trailer Inspection Tag</p>	







Step	Procedure	Hazard or risk	Control Measure
B. PV Enforcer			
			
			
			
			
			
			

Figure 23 PV Enforcer Wheel Chock in place









Figure 24 PV Enforcer Break Away Cable secured to Tow Ball

Figure 25 PV Enforcer Handbrake off – Coupled to Vehicle

Figure 26 PV Enforcer Handbrake on - Coupled to Vehicle

Figure 27 PV Enforcer Jockey Wheel - down & secure

Figure 28 PV Enforcer Jockey Wheel - R-clip secure

Step	Procedure	Hazard or risk	Control Measure	
				
	<p>Figure 29 PV Enforcer - Jockey Wheel up & secure & R clip in place</p>	<p>Figure 30 PV Enforcer Jockey wheel lock handle secure</p>	<p>Figure 31 PV Enforcer Tow Ball attachment and lock</p>	<p>Figure 32 PV Enforcer Tow Hitch handle up</p>
				
	<p>Figure 33 PV Enforcer Trailer Electrics connected</p>	<p>Figure 34 PV Enforcer Trailer Electrics secure to trailer</p>	<p>Figure 35 PV Enforcer Trailer Handbrake off (coupled to vehicle)</p>	<p>Figure 36 PV Enforcer Trailer Service Tag</p>

Towing with Trailer

Step	Procedure	Hazard or risk	• Control measure
12	Consider driving conditions (e.g., weather, visibility, road surface) and drive accordingly.	Failure to take into account environmental driving conditions could lead to accidents or injury to persons, vehicles and other structures	<ul style="list-style-type: none"> • All officers have full driving licenses • All Officers are appropriately trained in towing procedures • Follow RA6 • Review weather conditions prior to setting off.
13	Undertake all round visual check of the vehicle, trailer and the surrounding areas prior to moving off	<p>Failure to ensure final check of the trailer may result in damage or injury or accidents to persons or structures.</p> <p>Failure to check surrounding areas may lead to not seeing sudden obstacles or persons in the vicinity and may lead to accidents or injury.</p>	<ul style="list-style-type: none"> • All Officers are trained in procedures. • Check list is completed and recorded in IAuditor • Follow RA6.
14	Maintain correct speed whilst towing (10mph below the speed limit)	Loss of control, and inability to brake safely, could lead to trailer sway or jack knifing the trailer and accident or injury to other road users.	<ul style="list-style-type: none"> • All officers have full driving licenses • All Officers are appropriately trained in towing procedures • Follow RA6
15	Maintain safe driving practices whilst towing, taking into account the width and weight of trailer, speed and braking distances and maintain awareness of the surrounds and other road users.	Failure to maintain safe driving may lead to trailer sway and loss of control which in turn may lead to accidents or injury.	<ul style="list-style-type: none"> • Officers must not overreact with a braking response when trailer sway occurs. • Officer must understand that if trailer sway occurs the best response is to gradually ease off the accelerator and allow speed to reduce (applying gentle braking if required). • Drivers to be licensed to the correct level and undergone additional trailering training where required

Uncoupling trailer from rear hitch of vehicle (reverse of hitching up)

16	Use personal comms kit to secure comms between driver and banksman. Position vehicle and trailer utilising instructions from banksman (verbal direction)	Lack of adequate visibility and banksman's instruction could lead to accidents or injury to persons, vehicles or other structures.	<ul style="list-style-type: none"> A banksman must always be present when coupling or uncoupling to a rear hitch. Vehicle and trailer checks always undertaken prior to hitching up and be recorded in IAuditor.
17	When the trailer and vehicle are in the correct position for uncoupling the trailer, apply trailer hand brake (Figures 16 & 21) and insert the wheel chocks between the wheel and the ground that were stow in towing vehicle (Figure 16 & 23).	If brake is not applied this could lead to movement of the trailer and vehicle. If chocks are not inserted, then this may lead to movement of the trailer and could cause accident or injury to persons or structures.	<ul style="list-style-type: none"> All Officers are trained in procedures. Check list is completed and recorded in IAuditor Follow RA6.
18	Disconnect trailer electrics	Failure to disconnected electrics could cause damage to the electric lead and system. If damage to the cable did occur and was not detected could lead to failure of lights and signals whilst driving when used at a later date and may lead to accidents or injury to persons and other road vehicles	<ul style="list-style-type: none"> All Officers are trained in procedures. Check list is completed and recorded in IAuditor Follow RA6

19	Wind down the jockey wheel (Figures 27) and secure before moving vehicle from trailer. Remove the R Clip if used.	Failure to secure jockey wheel down may lead to damage to the trailer and possible accident or injury to persons.	<ul style="list-style-type: none"> • All Officers are trained in procedures. • Check list is completed and recorded in IAuditor • Follow RA6
20	Disconnect break away cable from the vehicle by removing from the towing assembly	Failure to do could cause damage to the breakaway which may not be detected at the time and could accidents when the realer is used again	<ul style="list-style-type: none"> • All Officers are trained in procedures. • Check list is completed and recorded in IAuditor • Follow RA6. •
21	Lift the trailer from the tow ball, by turning the hitch handle (Figure 32).	Manual handling technologies not used correctly which could lead to accidents or injury to persons, vehicles and other structures	<ul style="list-style-type: none"> • All Officers are trained in procedures. • All Officers are trained in Manual handling techniques • Check list is completed and recorded in IAuditor • Follow RA6
22	Lower trailer onto a support block if used (Figure 15)	Failure to use a support block (if required) may put strain the trailer and potential damage. Lifting the trailer from a lower level or ground position incorrectly may lead to accident or injury of persons.	<ul style="list-style-type: none"> • All Officers are trained in procedures. • All Officers are trained in Manual handling techniques • Check list is completed and recorded in IAuditor • Follow RA6

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