



# SWEEPING OUT VEHICLES AT INTAKE

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**SCOPE:** *This document represents best practice advice available and considered pertinent after consultation within the membership and incorporating HSE guidance. It is expected that each company will have conducted risk assessments and will use this as guidance when creating their own policy.*

## 1. INTRODUCTION

This information has been prepared with reference to the Health and Safety Executive (HSE) guidance document "Working Alone" ([www.hse.gov.uk/pubns/indg73.pdf](http://www.hse.gov.uk/pubns/indg73.pdf)) Environmental considerations are also included.

## 2. SIGNIFICANT HAZARDS

The main hazards are:

- falls from back of vehicle while ascending or descending
- contact/ inhalation with dust
- manual handling when scraping out using implement leading to musculoskeletal disorders
- contact with fixed objects eg tail gate during access/egress of trailer
- slips whilst inside trailer sweeping out

## 3. MONITORING OF PROCEDURES

Vehicle drivers are responsible for their own work and for ensuring that they work safely. However, you should give consideration to how the work affects your regular staff and vice versa. Drivers should be required to read the procedure and sign to say they will work in the specified manner. Check that the procedure is being adhered to at regular intervals.

## PROCEDURE FOR SWEEPING OUT VEHICLES AT INTAKE

- ✓ High visibility vests/jackets and safety footwear must be worn by all drivers.
- ✓ Report damage to vehicles and equipment
- ✓ Drivers must not sweep out underneath outloading bins as there is a risk of entrapment.
- ✓ At the end of tipping the driver can use a scraper through the discharge hatch into the grain intake.
- ✓ The trailer must then be lowered to its original position and the driver can enter the trailer using a set of access steps to sweep out into the grain intake. DO NOT jump from the back of the vehicle.
- ✓ Any material spilt onto the ground must be swept up and disposed of in the compost waste skip.

### Driver

Please sign below to indicate that you have read and understood the procedure and will follow its guidance.

Signature of driver: .....

# Appendix 1



## T. French & Son Ltd

### Procedure: Preparing a tipping trailer for cleaning

This procedure has been developed in conjunction with our Risk Assessment and Safe System of Work, and is the correct method in preparing a Tipping trailer for cleaning, sanitizing.

- 1) Ensure Vehicle/trailer is parked on firm /level surface in designated area for trailer cleaning, away from other road users etc.
- 2) Ensure the correct PPE is worn, as a minimum safety boots & gloves.
- 3) Tipper body to be fully lowered, switch off vehicle and remove keys.
- 4) Open trailer sheet 'if required'.
- 5) Open grain hatch to gain access to door securing 'stay' bar.
- 6) Unscrew all back door securing screw bolts, and release back door securing bar.
- 7) Pull back door open from grain hatch, until securing 'stay' bar is in place and holding door open.
- 8) Release ladders from travelling position and secure them in place, ready to access trailer.
- 9) Ensure all cleaning equipment required is placed in trailer before entering.
- 10) Confirm that back door and ladders are secure before entering trailer.
- 11) Use three point of contact method when accessing or exiting from trailer, using back door securing bolt as hand grip.

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Door securing 'stay bar, looking through grain hatch



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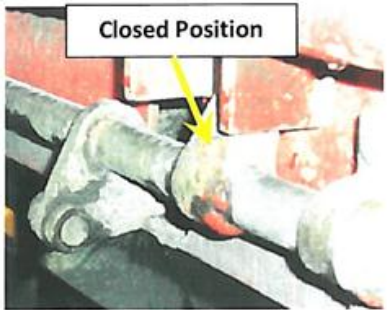
Door securing Bolts



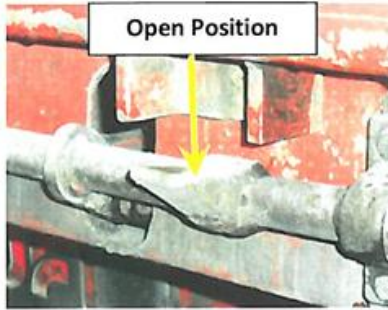
Button located at front of trailer on chassis



Closed Position



Open Position



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- 1) Once cleaning/sanitizing complete drivers should exit the trailer using three point of contact method.
- 2) Back door should be closed by holding door at grain hatch, pull door slightly out, to release door 'stay' securing bar whilst reaching in through grain hatch to ensure 'stay' slides over top of trailer floor whilst closing door, both hands can then be used to close door.
- 3) Before securing door, remove ladders and stow away.
- 4) Secure door in reverse order from opening, once secure ensure grain hatch is fully closed.
- 5) Re-sheet trailer (if necessary)
- 6) Ensure any product on ground is cleaned up according to 'on-site' procedures
- 7) Check door security before carrying out next work task.