

## 1. Purpose

The purpose of this Reversing, Manoeuvring and Towing Policy is to ensure that accidents are not caused by the negligence of drivers and employed agency drivers by ensuring that they are made aware of the Safe Practices involved in reversing and manoeuvring large goods vehicles.

## 2. Scope

This Policy applies to all drivers, co-drivers, supervisors and managers responsible for yard staff.

## 3. Statement

As part of the wider Health and Safety at Work Policy, Wembley Innovation Ltd strives to avoid all incidents involving property and other road users, particularly those who may be more vulnerable and require extra consideration. It is imperative that drivers are aware of the risks involved in vehicle manoeuvring, including manoeuvring forwards, turning, reversing, towing, uncoupling and parking, and take all possible steps to drive in a safe, legal and controlled manner to avoid incidents and accidents occurring when doing so.

## 4. Roles and Responsibilities

### ***All Staff are responsible for:***

- Following the information and procedures provided in order that the safe working practices involved in vehicle manoeuvring are adhered to at all times.
- Asking for clarification from their Supervisor/Line Manager if they do not fully understand any instruction they are given,
- Manoeuvre the vehicle they are responsible for in a careful and controlled manner.

### ***Line Managers/Department Managers are responsible for:***

- Ensuring all staff are trained in safe vehicle manoeuvring, including towing, coupling/uncoupling and parking, initially during the driver's induction and annually thereafter,
- Ensuring they are conversant with all procedures and documentation referred to in this Policy and that the Policy is fully implemented,
- Ensuring all drivers are aware of their duties and responsibilities under this Policy,
- Taking appropriate action if any driver falls short of their duties and responsibilities under this Policy.

### ***Senior Management are responsible for:***

- Publishing the Reversing, Manoeuvring and Towing Policy and ensure it is effectively communicated to all managerial and driving staff,
- Ensuring that Company vehicles used in connection with the Company's business are fit and serviceable for use on the public highway.
- Review driving data, including accidents and incidents, and take appropriate action to update Policies and Procedures if necessary,
- Ensure that management and supervisory staff are resourced, trained and empowered to ensure the duties outlined in this Policy are adhered to.
- Ensure the Company's Health and Safety obligations are met.

## 5. Procedure

### *Forward Manoeuvring, Turning and Reversing*

At locations where the reversing, turning and/or forward manoeuvring of LGV vehicles cannot be avoided, drivers are to:

- Not to reverse from a side road on to a main road.
- Check the location is both suitable and safe to be reversed or manoeuvred in to (including sufficient lighting to clearly see where they are going).
- Not to conduct the manoeuvre unless it is absolutely safe to do so.
- Always adhere to training and follow the Company's safe ways of working. If in doubt, do not attempt the manoeuvre.
- Drivers must ensure that all audible or visual warning devices fitted to their vehicle are activated prior to carrying out any reversing manoeuvre.
- If at any time the driver cannot see behind the vehicle whilst reversing, he **must**:
  - Apply the brakes,
  - Stop the engine,
  - Leave the cab,
  - Physically check behind the vehicle **before** continuing to reverse.
- Use proximity mirror(s) when reversing to ensure safety as well as accuracy.
- Request a banksman to assist the manoeuvre if one is available to watch for obstructions and pedestrians. Ensure the banksman knows the appropriate signals.
- If there is no one available to act as banksman, get out of the vehicle to check the space behind.
- Any manoeuvre in an LGV vehicle should be carried out at a maximum speed of **3mph (this speed is a guide, not a target speed)**.
- Check there are no pedestrians (particularly children), cyclists, other road users or obstructions in the road behind you. Be constantly aware of pedestrians and other moving vehicles.
- If any driver is uncomfortable in carrying out a particular manoeuvre, then they should **STOP** and ask for assistance from a suitably qualified person.

### *Towing and Coupling/Uncoupling*

Coupling and uncoupling can have serious risks if not carried out safely. Drivers are to:

#### Coupling

- Ensure that areas where vehicles are coupled and uncoupled are well lit (by natural or artificial light), firm, and level.
- Walk around the trailer to ensure it is safe to use,
- Make sure trailer handbrake is engaged,
- Reverse towing vehicle into place and ensure handbrake is engaged,
- Release the tow hitch locking mechanism,
- To check the mechanism is locked in place correctly, wind the landing legs to raise the trailer,
- When engaged correctly wind the landing legs up from the floor,
- Undo the landing legs clamp and raise the landing legs up into its travel position, clamp tight,
- Plug in the electrics,
- Connect the brake away cable, ensuring that it is in good condition,

- Release the trailer handbrake,
- Check the lights and number plate is correct for the towing vehicle.

Uncoupling

To uncouple, follow the Coupling procedure in reverse, ensuring that both the towing vehicle and trailer handbrakes are engaged.

Parking

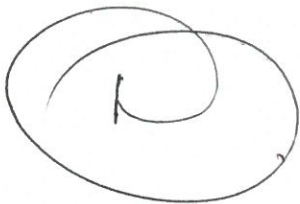
Carelessly parked vehicles can create a risk of injury. Wherever possible, vehicles should be parked in a dedicated parking area.

Remember to consider driver, load and vehicle security if the vehicle is to be parked somewhere overnight. Good forward planning, including time spent on researching safe stopping/parking places, is essential to the driver and the Company.

Parking must take place in a position so as not to endanger or cause an obstruction to colleagues, the public (including vulnerable road users) or other traffic.

Drivers should never leave their vehicle without ensuring that the vehicle and its trailer are securely braked, the engine is stopped, and the starter key removed.

**REMEMBER, KEEP REVERSING AND MANOEUVRING TO A MINIMUM.**



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Wembley Innovation Ltd

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