

# Risk Assessment: Trailer Parking Area



This is a risk assessment of the use of the Huntingdonshire District Council (HDC) grassed area adjacent to the St Neots Rowing Club ('the Club') car park, and the Priory Centre car park adjacent to the Club during the St Neots Small Boats Head ('the Event') on Sunday 3 October 2021.

## Grassed area adjacent to St Neots Rowing Club

HDC has given the Club permission to use the grassed area adjacent to the Club car park during the Event. That permission is conditional upon a risk assessment being undertaken, and for the use of the area to park vehicles only if the entrance is controlled.

The grass area is an amenity area for local residents, which has increased use through spring to autumn, both by adults and children.

Traditionally, the grassed area is used during the Event by visiting clubs to park boat trailers and their towing vehicles. Entry/exit is via a gap in the fence which is protected by a lockable central lowering bollard. The new positioning of the fence and access should limit the ability of towed trailers to access the area - requiring them to be manhandled.

## Risk

There is a risk that manoeuvring vehicles and vehicle / trailer combinations could injure members of the public and other competitors that are using the amenity area. The risk to small children is greater as they are less visible and likely to be less aware of potential dangers.

There is also a risk of injury to members of the public when manoeuvring boat trailers by hand; however, given that a number of crew members positioned around three sides of a trailer are required to push a boat trailer and that a reduced speed will be achieved, this risk is significantly less and is assessed not to require any additional control measures.

## Risk Management

Officials of the Club will only unlock/lower the bollard if either the entrance to the Club car park or the entrance to the grassed area is manned by a Club member. At other times the bollard will be locked in the upright position and the key retained under the control of a Club official. A notice to this effect will be posted at the entrance to the grassed area.

The Club member controlling access will:

- Advise drivers that the grassed area is an amenity area, that there is a possibility of use by members of the public, including children, and of the need for care.
- Only allow vehicle / trailer combinations to access the grassed area. Other vehicles will not be allowed to use the area. Drivers are to park where instructed in order that all attending trailers will be able to use the grassed area.
- Instruct drivers to position a responsible person at the rear of any trailer in line of sight to the driver whilst it is being manoeuvred to ensure that the area for reversing is clear and to provide warning to the driver.

## Priory Centre Car Park

HDC has closed the Priory Lane car park adjacent to the Club and has given the Club permission to use the car park during the Event. That permission is conditional upon a risk assessment being undertaken, and for the use of the car park to park vehicles only if the entrance is controlled.

The car park is intended to be used during the Event by visiting clubs to park and/or manoeuvre boat trailers and their towing vehicle. (If the grassed area is expected to be used at full capacity, the car park will be used as an overflow trailer park).

Entry/exit is via the usual entrance to the car park from St Anselm Place.

In the week leading up to the event, notices will be put in place by an official of the Club informing members of the general public using the car park of the Event and that it will be closed for whole day. Notices will be positioned in a way so that they will be noticed by passers-by, but not to obstruct and notices currently in place in the car park.

On the day, a temporary obstruction (a couple of trestles or traffic cones), will be put into position by the Event Organiser upon their arrival (they are the first person to arrive on the day). Car park marshals (St Neots Rowing Club members) will arrive on site at the same time.

The entrance to the car park will be manned by the marshals, who will control the flow of traffic from entrance/exit of the car park. One marshal will be positioned at the entrance to the car park and another marshal on the entrance to the St Neots Rowing Club car park. Car park marshals will be wearing high-visibility vests so that they are easily identifiable.

At the end of the Event, once the last vehicle has left the site, the car park marshals will be responsible for removing the temporary obstacles and removing any temporary signage put in place during the week by another Club official. This will be overseen by the Event Organiser.

### Risk

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There is also a risk of injury to members of the public when manoeuvring boat trailers by hand; however, given that a number of crew members positioned around three sides of a trailer are required to push a boat trailer and that a reduced speed will be achieved, this risk is significantly less and is assessed not to require any additional control measures.

### Risk Management

The Club member controlling access will:

- Advise drivers that the grassed area is a public area, that there is a possibility of use by members of the public, including children, and of the need for care.
- Only allow vehicle / trailer combinations to access the car park. Other vehicles will not be allowed to use the area. Drivers are to park where instructed in order that all attending trailers will be able to use the car park.
- Instruct drivers to position a responsible person at the rear of any trailer in line of sight to the driver whilst it is being manoeuvred to ensure that the area for reversing is clear and to provide warning to the driver.