


Safe Working Procedure: TAT – SWP 006 v3
Lowering and Replacing Side Gates

Risk Assessment Ref: TAT - RA006

Revision	Date	Reviewed By	Authorised By
V3	07/02/2017	C Reynolds	P FitzPatrick
Review Date	09/01/2018	Change Details	Added in comment re ensuring latches in closed position before lowering gate and advice re splinters.
Task	Opening Side Gates		
Scope	<ul style="list-style-type: none"> Opening side gates 		
Tools & Equipment Required	<ul style="list-style-type: none"> See TAT – SWP 001 See TAT – SWP004 See TAT – SWP007 		
Persons Involved	Driver		
Supervisor for the Task	Loading Site Supervisor		
Hazards	Trips, Slips, Manual Handling, falling objects, trapping of fingers.		
REPORTING PROCEDURE			
<p>Whilst carrying out the task as instructed within this Safe Working Procedure, if one or more of the controlled steps cannot be undertaken, the following instruction must be followed: -</p> <ol style="list-style-type: none"> STOP the task If possible without further risk, make the area safe Report to your team leader or section manager immediately for guidance <p>Only trained and authorised personnel can carry out these tasks.</p>			
Personal Protective Equipment			
			
The above Personal Protection Equipment should be worn prior to entering the loading site			
General Safety			
It is the duty of all employees to comply with the following Safe Working Procedure designed to provide a code of good practice and conduct with the objective of preventing accidents or harm. At all times employees must work in a safe manner both to prevent personal injury to themselves or others.			



Pre start Safety Check	
<p>Before opening side gates you should consider the following points, to identify:-</p> <ul style="list-style-type: none">• If you have sufficient space in which to work• If the area you will be looking in is free from slip and trip hazards• If there are any pedestrians moving around in the area you will be operating• If there are any vehicles moving around in the area you will be operating• That you are wearing minimum Personal Protection Equipment (Helmet; high visibility vest; safety shoes; gloves and safety glasses where necessary)• If the weather will allow the operation to be performed safely• If the side gate is in the correct condition (undamaged). Report any damage via defect procedure.• If there is sufficient lighting to perform tasks safely	

Lowering Side Gates

- Open curtain – refer to **TAT SWP 004 Opening and Closing a Side Curtain**
- Check both latches are closed and visibly undamaged before starting the process.
- Proceed to one of the latches and open, being careful not to trap fingers or catch knuckles on the spring mechanism - Fig 1 and 2
- Support the side gate with your arm as you move along towards the second latch. – Fig 3
- Splinters can occur on the edges of the gate, therefore do not ‘slide’ your hand along the top of the gate, rather keep your hand on the flat of the gate.
- Keep a firm hold and support on the side gate whilst opening the second latch. Being careful not to trap fingers or catch knuckles on the spring mechanism. - Fig 4
- **Ensure latch is in closed position before lowering side gate to avoid damage to trailer/tractor unit tyres.**
- Supporting the weight of the side gate, lower (do not drop) the side gate down to rest on the trailer – Fig. 5 and 6
- To replace side gates reverse the procedure, always supporting the side gate when one latch is released or about to be released.

