Guidelines of Good Practice

for the Transportation, Movement, Siting, De-siting and Commissioning of Single Unit Caravan Holiday Homes

incorporating guidelines for maintenance

BRITISH HOLIDAY & HOME PARKS ASSOCIATION

NATIONAL CARAVAN COUNCIL LIMITED

Foreword

The objective of these Guidelines of Good Practice is to provide guidance to all those responsible for and involved in the transportation, movement, de-siting, siting, and maintenance and commissioning of caravan holiday homes.

Published by

These Guidelines of Good Practice are published by the two trade associations of the caravan and parks industry, the British Holiday & Home Parks Association and the National Caravan Council. Membership of the trade associations includes the majority of businesses trading in the industry, from the supply of services and components and the manufacture and distribution of caravans to the operation of the parks where they are sited.

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The Guidelines of Good Practice describe reasonable industry standards that should be used as a guide and not as a definitive instruction. It is particularly important to note the publication date of these guidelines (January 2007) as with changes in technology, developments in case law and amendment to regulations, guidance can become out-of-date very quickly. Only Acts of Parliament and Statutory Instruments have the force of law and only the courts can authoritatively interpret the law.

1 INTRODUCTION

1.1 There have been considerable developments within the caravan holiday home industry. Caravan holiday homes are now generally larger, heavier and better equipped. Their owners are discerning and rightly expect a high standard of service from the industry.

1.2 These Guidelines of Good Practice highlight elements of working with caravan holiday homes that have the potential to cause harm, otherwise known as hazards, and provide guidance designed to prevent such harm from occurring. The controls within this document are not exhaustive and ultimately, it is the responsibility of each business to take appropriate steps to safeguard health and safety and comply with the relevant laws.

1.3 These guidelines have been drawn up to assist the adoption of good working practices by manufacturers, hauliers, distributors (dealers) and park owners/managers at each stage in the supply of a caravan holiday home.

2 RESPONSIBILITY

2.1 All businesses have a direct legal responsibility for health and safety, the responsibility for which cannot be passed to a third party. The legal responsibilities fall on individuals within companies and policies should identify the postholders and their responsibilities. Everyone within the supply chain should ensure a clear understanding of their respective responsibility and share all relevant information with those with whom they work during the manufacture, transport, movement, siting and de-siting of caravan holiday homes.

2.2 There is an essential responsibility to carefully plan all operations and to stop or prevent any operation believed to be unsafe.

2.3 Responsibilities within the supply chain include:

Responsibility for the caravan holiday home and its safe handling passes:

- From the manufacturer to the haulier, as soon as loading commences, whether or not the manufacturer's despatch note has been signed;
- From the haulier to the distributor/park, as soon as the last operation of unloading has been completed, an internal inspection (where possible) has been undertaken and the delivery note signed;

Manufacturers are responsible for:

- Providing a caravan holiday home which is fit for the purpose intended and inherently safe, balanced and fit for transportation;
- Providing all information necessary to others in the supply chain to allow them to work safely with the caravan holiday home, including details of external dimensions, weight and technical specifications for the appliances.

Hauliers are responsible for:

- Undertaking a full risk assessment of all aspects of the loading, transportation and unloading, and taking all reasonable steps to reduce and to manage any risks identified;
- Signing the manufacturer's despatch notice before loading commences;
- Goods in transit insurance;
- The use of a suitable vehicle;
- Compliance with all relevant Highway legislation;
- Close liaison with the other parties with whom they work within the supply chain including adherence to the safety procedures, provision of documents and information including with regard to the loading/unloading area;
- Ensuring approved escorts are employed where directed by the police authorities;
- Obtaining the park owner's/distributor's signature of acceptance on the delivery note;
- Inspecting and maintaining winches and cables in accordance with statutory requirements.

It is recommended that a secondary means to control the movement of a caravan holiday home, if the winch or cable should fail, should be employed.

Adherence to all relevant guidance published by the Road Haulage Association (RHA) and the Freight Transport Association (FTA) is also strongly recommended.

Distributors and Contractors are responsible for:

- Observing the relevant sections of these guidelines where they are the supplier and/or responsible for siting the caravan holiday home. The park owner, as the person in control of the premises where the supply/siting is taking place also has a responsibility for implementing arrangements for managing the work of distributors and contractors whilst on the premises.

Park Owners/Managers and Distributors are responsible for:

- Undertaking a full risk assessment of all aspects of the delivery, movement, siting, and commissioning and taking all reasonable steps to reduce and manage any risks;
- Providing the vehicle and load unrestricted safe access to an identified loading/unloading area of flat hard standing where the operation can be carried out safely and public access is restricted;
- The safe movement, correct siting and commissioning by relevantly competent persons of the caravan holiday home. Competence to undertake certain work is defined as follows:

Gas installations	A CORGI registered installer who is competent and holds valid and relevant ACS certificates in the type(s) of work to be undertaken.
Oil installations	An OFTEC registered technician.
Solid fuel installations	A HETAS registered installer.
Unvented hot water systems	Registered operatives who comply with Building Regulations - G3.
Connection to the water supply	Member of The Water Industry Approved Plumber Scheme operated by WRAS.
Electrical installations	A competent person who holds at least one of the following: • A time served apprenticeship in electrical work, otherwise known as a Trade Electrician. • An NVQ3/16th Edition in electrical work City and Guilds 2391 syllabus for inspection, testing & certification of electrical installations.

2.4 Warranty procedures, particularly in respect of the written notification of problems (damage, defective components etc), should be followed carefully to assist all parties in the supply chain to meet customer expectations.

3 HEALTH & SAFETY REQUIREMENTS

3.1 Health & Safety law requires all businesses to conduct their undertakings so as to safeguard individuals' health, safety and welfare. The law applies to all work activities and includes responsibility when working with or through suppliers and contractors. As such, the selection and management of suppliers and contractors is an important factor in safety management. Contractors have an obligation to provide information on how they manage health and safety.

3.2 The Health and Safety at Work Act requires businesses to:

- Provide a safe working environment, including appropriate means of access and egress and adequate welfare facilities;
- Provide adequate information, instruction, training and supervision;
- Ensure the health, safety and welfare of other people not in their employment who could be affected by their activities. Examples include guests, visitors, contractors, consultants etc.;
- Provide appropriate equipment in a safe condition and safe systems of work (This will include regular recorded testing of equipment);
- Ensure the safe handling, storage, transport and use of articles and substances.

Similar responsibilities apply to self-employed people.

3.3 Employees also have important health and safety responsibilities under the Act, including:

- Taking reasonable care of themselves and others who could be affected by their actions;
- Co-operating with their employer on health and safety;
- Correctly using work equipment provided by the employer, including personal protective equipment in accordance with training or instructions;
- Not interfering with or misusing anything provided for health and safety.

3.4 These duties are qualified in law by the proviso *so far as is reasonably practicable*. In other words, an employer does not have to take measures to reduce or avoid the risk if they are technically impossible or if the time, trouble or cost of the measures would be grossly disproportionate to the risk. This means that decisions on the taking of any safety measures should balance the potential hazard and the likelihood of it occurring against the reasonableness of the measures, in terms of cost and effort (Risk Assessment). Usually, the greater the risk posed by an activity, the greater the control measures that will be required. What the law requires is what good management and common sense would lead employers to do in any case: that is, to look at what the risks are and take sensible measures to tackle them.

Health and Safety Policy Statement

3.5 A health and safety policy statement is a legal requirement for all businesses employing five or more staff, and this would include family members involved with the business. It is strongly recommended **all** businesses write and maintain a health and safety policy regardless of how many people they employ. A written health and safety policy would be essential to defending any legal action. The process highlights risks to safety and allows measures to be put in place to manage them. Written, documented evidence of health and safety management is essential to show the business' appreciation of what is required and commitment to addressing safety matters.

3.6 A health and safety policy statement details how the business manages health and safety. Each policy should be a unique document showing **who** does **what**, **when** and **how** they do it. In general, a good health and safety policy will consist of three main elements:

- The general statement;
- The organisation of the health and safety programme;
- The arrangements made for health and safety.

The policy should be reviewed regularly and updated in light of changes to the law and/or the business activities.

Assessing Risk

3.7 All risks associated with the business and the work undertaken should be assessed properly. The law requires that businesses carry out such assessments and that these should be reviewed regularly and updated.

3.8 A risk assessment is a careful examination of work activity to identify anything that could cause harm (hazards) to people and the likelihood of its occurrence (risk). It allows a judgement to be made about whether adequate precautions have been taken or more should be done to prevent harm. Risk assessments should be recorded in writing.

3.9 Written risk assessments should:

- Clearly identify all hazards (anything with the potential to cause harm) which could result in injury or ill health;
- State who would be at risk from those hazards;
- State what is done and will be done to control and minimise the hazards identified;
- Be reviewed regularly (this is generally held to mean whenever there are any changes and at least annually).

Safe Working Methods

3.10 For work activities that could cause injury, businesses are required to prepare a detailed method statement or safe system of work. This should be based on the risk assessment and take account of everyone who could be affected by the work. It should outline the controls in place to manage the hazards identified through the risk assessment and ensure that everyone involved in the operations is taken into account, including their training and the provision of appropriate equipment and clothing. This safe system of work procedure must show exactly how employees are required to undertake the work to ensure safety in a written, step by step procedure, which also details the resources necessary and any competency required.

Monitoring Health and Safety Management

3.11 A monitoring system is necessary to check the ongoing management of health and safety in all businesses. This is normally achieved through a system of regular checks undertaken by competent staff, an audit and analysis of any accidents or near-misses. Monitoring systems enable the business to demonstrate:

- That the safety policy and any safe systems of work are being followed;
- That accidents, incidents and near-misses are investigated, and action is taken to put things right to prevent an accident recurring.

Instruction, Supervision and Training

3.12 All employees, contractors and indeed anyone likely to be affected need to receive information about the health and safety aspects relevant to the work. The park owner or manager who has responsibility for the business' health and safety should give clear instructions as to what is required and what is prohibited e.g. to ensure no one is under a caravan whilst it is being lifted or lowered by a jack. Good supervision is essential to maintaining healthy and safe working conditions. Supervisors (like all other workers) should have the expertise necessary for their role. All workers should receive training so that they are competent for the tasks they are asked to carry out. At the request of the industry trade associations, the Caravan Industry Training (CITO) has developed training, assessment and qualification in the safety planning, risk assessment and documentation of all aspects of practical siting operations. Information and enrolment details on the BTEC 'Intermediate Award in Safe Moving, Siting and De-siting Single Unit Caravans' which is specifically designed to assist those who undertake siting in their work, are available from CITO.

Accident Recording and Reporting

3.13 If an accident happens, it is important to record the details for the following reasons:

- So that an investigation can be undertaken to identify the cause and take steps to prevent a re-occurrence;
- So that managers can monitor where accidents are occurring and take steps to make physical improvements to the environment and changes to working practices;
- Some accidents are required to be notified to the enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

If an employee from another company or a self employed person has an accident whilst working on the premises, it is important to ensure the owner of the premises is notified and that the accident is recorded. The responsibility for complying with RIDDOR rests with the employer of the other company or the self employed person. In the case of a fatality, the person in control of the premises is responsible for reporting the incident.

Insurance

3.14 Businesses must have appropriate insurance policies covering liability for bodily injury or disease sustained by employees at work (Employer's Liability Insurance) and appropriate Public Liability Insurance for customers, visitors etc.

Sub-Contracting Work

3.15 Contractors are often used to carry out specific tasks usually where specialist work is required. Although a contractor might be very good at what they do, they might not appreciate the hidden dangers when working on premises. For this reason alone, it is important that every business has arrangements for managing health and safety when employing contractors. A business is not released from its health and safety responsibilities if work is undertaken through employing sub-contractors. As such, it is necessary to be satisfied of the health and safety management of any contractors employed. Sub-contractors should be provided with all relevant safety information concerning the premises where they are to work and asked to provide written confirmation of their health and safety policy document including any relevant risk assessments and method statements/safe systems of work.

3.16 Businesses will wish to take some or all of the following points (as appropriate) into consideration in the selection, appointment and management of sub-contractors:

- The contractor's competence in, and experience of, similar work carried out in the past;
- The contractor's **written** agreement to work in accordance with the business' safety policy and arrangements, and acceptance that breach of health and safety regulations may be construed as a breach of contract;
- Details of any accidents, injuries or dangerous occurrences reported by the contractor to the Enforcing Authority under RIDDOR Regulations 1995 in the previous three years;
- Any health and safety prosecutions and/or notices served on the contractor;
- The level and cover afforded by the contractor's insurance policies;
- The written appointment of one person responsible for the management of health and safety.

Documentary evidence should be retained to be produced if required to prove that all reasonable steps were taken when selecting and managing suitable contractors.

3.17 The Lifting Operations and Lifting Equipment Regulations (LOLER) are relevant throughout the caravan holiday home supply chain where equipment such as jacks, cranes, lifts, hoists, chains and slings etc are used. In particular lifting equipment should be carefully examined by a competent person before and throughout use, with full records maintained of these checks.

Information on other health and safety topics can be found on the HSE website www.hse.gov.uk/pubns/index.htm

4 USE OF EQUIPMENT

4.1 All equipment should be:

- Suitable for the intended use;
- Safe for use, maintained in a safe condition and inspected to ensure this remains the case;
- Used by people who have received adequate information, instruction and training; and;
- Accompanied by suitable safety information, e.g. protective devices, markings and warnings.

4.2 Particular care is necessary to ensure regular checks of safety, lifting and pressure system equipment are undertaken (at least annually) and recorded. Such items would include jacks, cables, chains, lifting devices, tyre cages and air compressors.

4.3 No faulty or defective equipment should be used. Staff must be instructed to report any faults immediately to the relevant supervisor.

Personal Protective Equipment (PPE)

4.4 Personal protective equipment must be provided free-of-charge to staff where it is identified as an appropriate way to control risk. For those undertaking caravan holiday home movement and siting, the following would be appropriate:

- Safety helmet (complying with EN 397). Note – a bump cap may be more practical in certain circumstances;
- Eye protection (safety glasses to EN 166);
- Suitable work gloves;
- Protective boots with good grip and ankle support (complying with EN 345-1);
- Non-snag outer clothing;
- High visibility clothing when working on or near roadways.

4.5 Personal protective equipment should offer adequate protection for its intended use, be properly maintained and any defects recorded and be stored in a suitable manner after use. Adequate training should be provided in the safe use of the equipment.

5 JACKING

Selection of Jack

5.1 It is essential to ensure an appropriate jack is selected for any lifting operation. All jacks must have their maximum lifting capacity (safe working load) clearly and legibly marked with a permanent label or painted sign. Care must be taken to ensure the marked lifting capacity of the jack(s) is not exceeded. The jack(s) selected should be capable of lifting more than half the weight of the caravan; the distribution of the load and the nature of the terrain should be taken into account.

5.2 Most siting teams will use a trolley, bottle or air jack. An assessment should be made for each lift to determine the most suitable type of jack, taking into account the following considerations:

TYPE OF JACK	ADVANTAGES	DISADVANTAGES
Bottle Jack	Easy to handle; Ideal for loading/ unloading on haulage vehicles or final adjustment in levelling when the home is well-supported; Relatively inexpensive, therefore permitting regular replacement.	Poor sideways stability, therefore inappropriate for use on uneven ground; Without adapter cup, small circular end piece (small surface area in contact with chassis); Jack is high and cannot be placed under some jacking points.
Trolley Jack	Good stability (large footprint); Large cup type end piece (larger surface area in contact with chassis); Jack can move to accommodate any lateral forces during lifting (wheels must be able to move freely).	Bulky and heavy to handle; Relatively expensive.
Air Jack	Virtually limitless lifting capacity; Easy to handle, store, transport and set up (lightweight and portable); Quick to set-up; Good for lifting a unit in an emergency.	Expensive (Most are designed for lifting motor vehicles - top and bottom protection is essential); Need a generator or a vehicle (via exhaust) to fill the bag; Do not function well if the vehicle has a damaged exhaust system; Prone to rolling and excessive movement (may be unsuitable on gradients).

Jacking Procedure

5.3

- Most jacking accidents occur when lifting on an uneven surface when the jack slips out from under the caravan holiday home. Therefore care is necessary to ensure the jack is sitting on an even surface that is capable of taking the full-imposed weight at that jacking point, as indicated by the caravan manufacturer. Spreader plates should be used on uneven and/or soft surfaces;
- **Before raising the caravan holiday home, the wheel(s) remaining on the ground should be chocked;**
- Wherever possible, consideration should be given to lifting the caravan holiday home whilst still hitched to the towing vehicle to take advantage of the additional stability this can provide;
- The jack(s) should be placed under the defined jacking point(s) or within the jacking zone(s) (identified by a permanent red mark/label, usually positioned either in front or behind of the axle on the main longitudinal chassis beam). If the jacking point(s) or zone(s) are not clearly labelled, then reference should be made to the manufacturer's handbook to identify the correct points;
- Jacking should be undertaken, one side at a time, using an appropriately rated jack(s);
- The caravan holiday home should **not** be jacked up to its final height and then supported. Rather, the caravan holiday home should be lifted up to a height whereby the support stand is barely extended to allow the earliest possible supporting of the caravan holiday home. The jacking should be slow and gradual and the caravan holiday home should be continually supported throughout the jacking operation;
- It may be necessary to lower the caravan holiday home onto the support stands and to reposition the jack at another designated jacking point to gain more height;
- While jacking at other points, it is important to check and recheck all support stands to make sure they remain in the correct position.

PLAN TO STAY SAFE

Use the most appropriate type of jack for the job.

Before raising the caravan holiday home, make sure the wheel(s) remaining on the ground are chocked.

Where possible, leave the caravan holiday home coupled to the towing vehicle.

Make sure the jack is on a hard level surface or use robust metallic spreader plates.

Locate the designated jacking point(s) on the chassis.

Jack the caravan holiday home slowly and check continually to ensure the jack is sitting squarely on and beneath the chassis jacking point.

As soon as the tyre is clear of the ground, the supports should be put in place.

No one should be under the caravan whilst it is being lifted or lowered by means of a jack.

No part of the body should ever be under the main chassis beams of a caravan holiday home that is supported only on a jack.

Given the risks of working beneath a caravan, it is recommended that at least one other person who has been trained in how to deal with an emergency is present and able to respond to any incident. One member of the team must remain outside the underside of the caravan at all times.

Wheel Chocks

5.4 The danger of movement whilst the caravan holiday home is being raised/levelled cannot be overstated. The wheels of the caravan holiday home (those still in contact with the ground) should always be braced with wheel chocks at the front and rear. These prevent the caravan holiday home shifting forwards or backwards (the most likely direction of movement).

5.5 Better quality wheel chocks are fabricated from steel or thick aluminium and are wedge-shaped so that they can be pushed into close contact with the wheel and tyre. For a caravan holiday home, the wheel chock should be at least 150mm high.

Spreader Plates

5.6 Spreader plates are a means of distributing a load over a wider area, and must always be used under jacks or support stands where ground conditions are uncertain. It may be necessary to double up spreader plates or lay them side by side where support is required over a large area, such as under a larger trolley jack. It is important to place jacks in the centre of any spreader plate or combination of plates.

6 LOADING AND UNLOADING

Responsibility

6.1 The **haulier** transporting the caravan holiday home is responsible (liable and on risk) for the cost invoice value of the caravan holiday home from the first operation of loading to the last operation of unloading. As such, the haulier will be required:

- To verify that the caravan holiday home is in satisfactory condition and undamaged before commencing loading;
- To sign the manufacturer's dispatch notice before loading commences;
- To obtain the park owner's/distributor's signature of acceptance on the delivery note when unloading is complete;
- To provide adequate 'goods in transit' insurance.

6.2 The **park owner** is responsible for providing a safe flat hard standing for unloading/loading and is responsible for the caravan holiday home once it has been safely unloaded onto the park, and should sign for the delivery to this effect. As such, adequate insurance should be purchased to protect the business, irrespective of the terms of payment agreed with the manufacturer or the agent/distributor.

6.3 Where a caravan holiday home is supplied and/or sited by a third party such as a **distributor**, it will be the third party's responsibility to ensure compliance with the relevant sections of this code.

6.4 The caravan holiday home **manufacturer** should ensure details of the relevant external dimensions and weight are readily available for all caravan holiday homes they produce, including the expected loads at each jacking and support point. It is recommended that manufacturers include this information with despatch notices and that they affix a weight plate in a visible external position on the caravan holiday home or its chassis.

Preparing to Load or Unload

6.5 The hazards will vary for each loading and unloading operation. Although the haulier should have already compiled a general risk assessment for loading and unloading operations, it will be necessary to assess and manage any additional risks peculiar to the individual loading/unloading area. The haulier should advise the manufacturer/park owner/distributor of any apparent hazards. All parties have a shared responsibility to take all reasonable steps to eliminate or reduce the risks before commencing the loading and unloading, which could include the designation of an alternative loading and unloading area. Factors to take into consideration include:

- The size and weight of the caravan holiday home;
- The balance of the unit i.e. front or back heavy – it may be necessary to reposition some of the interior items to improve the balance and avoid the potential for manual handling hazards;
- The location and proximity to other caravans or buildings, overhead lines, footpaths, roads;

- Access to the loading/unloading area by third parties, including potentially children. It is essential an exclusion zone is established, particularly ensuring no one is behind the caravan holiday home during loading or unloading;
- The integrity of the chassis pulling points, wheels, tyres, tow bar and coupling, particularly for older caravan holiday homes. The wheel and tyre assemblies may have to be replaced on older caravan holiday homes;
- Any external protrusions such as exterior lights etc.;
- The weather, particularly wind speed and direction;
- The competence of those involved in the operation.

The person responsible for health and safety on park should be advised of any hazard not identified in the original Risk Assessment, which cannot be overcome immediately. This will allow the decision to be made whether to stop the loading or unloading operation until all hazards are overcome or controlled.

6.6 Before loading or unloading, the haulier should be satisfied that:

- The caravan holiday home is fit for transportation and the area is suitable for undertaking the loading/unloading operation;
- The caravan holiday home tyres have been checked to ensure that they are in a satisfactory condition for safe movement of the caravan holiday home (see section 6.9 which addresses the safety of tyres);
- All corner steadies are fully retracted and that all doors, windows and skylights are closed and locked, where applicable.

6.7 Once loaded on the transportation vehicle, the haulier should ensure the caravan holiday home is jacked up, blocked and supported at the designated support points (See Section 5). Supports should extend as far to the front and rear as possible. The overhang of any caravan holiday home beyond the last point of support on the transportation vehicle should not exceed 3.05m (approx.10 ft).

6.8 It is the responsibility of the haulier to ensure the load is adequately secured. The chassis should be anchored down at the points where the chassis is supported so as to prevent distortion.

Wheels and Tyres

6.9 Most caravan holiday home tyres require an inflation pressure greater than 40psi. The higher the pressure, the greater the risk of an air blast and violent separation of component parts which could cause serious injury. A risk assessment should be undertaken before tyres are inflated, with the possible exception of brand new wheels and tyres.

6.10 If the structural integrity of the wheel is in question due to damage or corrosion, it must be discarded and a replacement wheel and tyre used. The use of a safety cage or other suitable restraining device is strongly recommended whena caravan tyre is to be inflated.

6.11 A tyre pressure gauge should always be used and compressor regulators should be set so as to prevent over inflation. Airlines used for inflation should be of proprietary design and have a minimum of 2 m of hose between the clip-on-chuck and airline control to allow the operator to stand well clear during inflation. All non essential personnel should stand clear during inflation.

7 TRANSPORTATION AND DELIVERY

7.1 Hauliers involved in the movement of caravan holiday homes (loads) are required by law to ensure that each movement is conducted in a controlled and safe manner. Where the overall width of the vehicle together with the width of any lateral projection/s of its load exceeds 3.5m, the haulier is required to have an attendant in addition to the driver. The haulier has a duty to notify all relevant police authorities of his or her route and to provide an escort vehicle where required.

7.2 Under the Road Vehicles (Construction and Use) Regulations, the maximum permitted length of rearward projection (the distance from the rear of the transportation vehicle to rear of the load) is 3.05m (approx. 10 ft) without the need for an attendant or the 'notification process' being initiated.

7.3 Delivery arrangements vary from park to park, distributor to distributor. The haulier should seek advice in order to plan the job and the following should be taken into consideration:

- Suitable times for delivery;
- Location of designated unloading area;
- Any local access problems for abnormal loads (over 9'6" wide) (e.g. narrow/low bridges, overhanging trees, restricted entrances etc.);
- Maximum overall exterior dimensions (height, width and length) of the caravan holiday home to be transported, including projections such as eaves, gutters, bay windows (both side and end), chimney flue extensions and the roof design (pitched, hip or flat) etc.;
- Ex-works weight (maximum including loose items stored within the caravan holiday home);
- Whether the caravan holiday home is of single or multiple axle construction;
- Full contact details of the responsible contact person at delivery destination.

8 INSPECTION

8.1 Upon delivery to the park/distributor, the caravan holiday home should be inspected externally by a representative from the park owner/distributor for damage and any obvious marks (e.g. panel damage, scratches etc.). Full details of any damage or concerns should be noted on the haulier's delivery note, prior to signature. This signature confirms the condition of the exterior of the caravan holiday home upon delivery and therefore the recipient's responsible for any damage to the exterior which occurs subsequently.

It is also a record of any damage that may have occurred whilst the caravan holiday home was the responsibility of the haulier. Therefore, the park/distributor should make sure they keep a copy. **Failure to follow this procedure could mean that the park/receiving agent becomes responsible for any damage (and the resulting costs) that occurred during transport.**

8.2 If damage is found upon inspection and detailed on the delivery note, the responsible person should complete and return the relevant notification forms (e.g. manufacturer's warranty/chargeable spares request form etc.).

8.3 If the caravan holiday home is delivered out of normal working hours, this visual external check should be made the next working day and before moving the caravan holiday home from the unloading area. Any restriction on the visual check should be noted on the delivery note e.g. 'received during darkness'.

Post Delivery Inspection

8.4 Once unloaded, the caravan holiday home should be inspected externally and internally as soon as possible, but in any event within 72 hours (unless otherwise agreed with the manufacturer). The haulier is not responsible for any internal damage.

8.5 This visual inspection is to check for obvious external and internal damage and to ensure that all ancillary items have been packed in accordance with the list of loose contents supplied by the manufacturer. This list should be enclosed with the keys and other relevant literature.

8.6 This inspection requires the careful removal of the travel restraints on all doors, cupboards and pendant light fittings. The inspection checklist should be completed. In the event of obvious damage or missing items, the supplier (i.e. manufacturer or agent/distributor) should be notified immediately **in writing.** The completed checklist should be returned to the manufacturer. If the caravan holiday home is to be subject to further movements, all the travel restraints should be carefully replaced after inspection.

8.7 **If the form is not returned within the specified period, the warranty records will be logged by the manufacturer on the assumption that all loose items have been supplied and there is no obvious damage to the caravan holiday home. This could prejudice any future claim.**

8.8 Some parks/distributors prefer to use their own inspection procedures and documentation rather than those of the individual manufacturer; however this must be agreed with the manufacturer **in advance**.

8.9 The inspection and reporting must be undertaken at the first point of delivery and not following any movement by the park owner/distributor within the park or between parks.

9 DISPLAY/STORAGE

9.1 Caravan holiday homes may be displayed on show grounds or stored, prior to siting. In both cases, care should be exercised to avoid damage to the caravan holiday home. It should be parked on a suitable hard surface. All corner steadies should be lowered to rest on firm supports and the caravan holiday home secured if necessary. Wheels should be chocked to prevent movement. All relevant health & safety considerations apply for any demonstration caravan holiday home which can be accessed by public or staff. For example, steps need to be safe and the caravan holiday home itself must present no risks or hazards, hence the requirement that it be level and appropriately supported.

9.2 Whilst not a requirement for display, blocking and fitting intermediate support stands to caravan holiday homes is recommended to help demonstrate the sturdiness of the caravan holiday home to prospective customers.

9.3 In order to protect caravan holiday homes, they should be stored close together and in an area as well protected from high winds as possible.

10 MANOEUVRING THE CARAVAN HOLIDAY HOME

10.1 Moving a caravan holiday home is a potentially hazardous operation. It is essential to ensure that the risks of the operation have been assessed and that all reasonable steps are taken to eliminate or reduce any hazards.

10.2 It is essential that the measures to manage risk are communicated to everyone involved in the operation. The park owner or delegated manager has responsibility for managing and controlling the move and ensuring that everyone fully understands their role and is confident that they know what to do (and what not to do). Particular care must be taken when manoeuvring a caravan holiday home as tyres, wheel rims and axle bearings can easily be damaged through misuse.

10.3 All movements on the park should be carried out using a suitable towing vehicle, taking particular note of the size and weight of the caravan holiday home, the terrain and any gradient to be encountered and the accessibility to the pitch. The towing vehicle should have sufficient power and capability to both pull and to brake effectively while towing the caravan holiday home. It is recommended that a well maintained tractor or similar vehicle of a suitable size and type be used.

10.4 **Never use an underpowered vehicle to pull, manoeuvre or site a caravan holiday home.**

10.5 A full driving licence is required for any towing operation. When the park is open, the park roads are not considered to be private – in many circumstances they are viewed as roads to which the public have access. It is therefore essential for regulations on driving licences and towing to be observed. Guidance on driving licence categories can be obtained from the DVLA (www.dvla.gov.uk).

10.6 The following steps should be undertaken for each movement:

- Assess the weather conditions (windy conditions and low visibility pose the highest risks);
- Operatives should walk the route the caravan holiday home is to follow from the point of attachment to the towing vehicle to the intended destination (pitch, display area etc.), noting any obstacles (e.g. over-hanging trees, badly parked vehicles etc.) and decide how to avoid or overcome them;
- Particular care should be taken assessing any route through high-density pedestrian areas;
- Consideration should be given to the negotiation of ramps and 'sleeping policemen' to ensure that the caravan holiday home is not subjected to large shock loads which could result in chassis distortion, thereby causing internal damage to fixtures and fittings. A gentler gradient should be created using wooden blocks;
- Due consideration should be given to the restricted speed rating of the wheels/tyres. No movement should be at a speed greater than a slow walking pace;
- Consideration should be given to adverse cambers as if the caravan holiday home is not towed level, it will have a tendency to 'crab';
- If rough, uneven or soft terrain is to be encountered, boards and tracking will need to be considered – caravan holiday homes will sink on soft ground and structural damage may result;
- Particular care must be taken when turning the caravan holiday home, especially on tight corners. If tight corners have been identified, particularly for units with twin axles, it may be necessary to use greased boards under all wheels;

Never chock a wheel and use it as a pivot point to spin the caravan holiday home.

Never remove a wheel and tyre assembly to spin the caravan holiday home.

It may be necessary to close the road to normal traffic (e.g. using cones) either side of the movement of the caravan holiday home.

10.7 If a new caravan holiday home is to be moved:

- Tyre pressures should be checked. Details of the recommended inflation pressure of pneumatic tyres should be visibly marked on all wheel hubs, by the wheel/tyre assembly. The correct equipment should be used for inflating tyres and safety precautions taken as the tyre inflation pressures are high
- The coupling of detachable A-frames should be checked.

10.8 If an older caravan holiday home is to be moved:

- A thorough examination evaluating the integrity of the chassis should be undertaken by a suitably competent person, including the tow bar, the A-frame and the jockey wheel;
- Tyres should be checked to ensure that they are in a satisfactory condition for safe movement of the caravan holiday home and that they are properly inflated. The correct equipment should be used for inflating tyres and safety precautions taken as the tyre inflation pressures are high (see 6.9 to 6.11). If there is any doubt as to the integrity of the wheel and or tyre, they should be replaced in order to ensure control can be maintained whilst towing;
- If the caravan holiday home cannot be towed, a specialist contractor should be employed either to carry out the necessary repairs to facilitate safe towing or to provide a low-loader transport vehicle to complete the movement.

10.9 The movement procedure should be as follows:

- Banksmen should be employed in addition to the driver to supervise the move. It is recommended that two banksmen are used. It is important that a risk assessment is undertaken to establish whether more or fewer banksmen are needed for a particular operation;
- The driver and 'banksmen' (lookouts) agree who will be the lead 'banksman'. Only the lead banksman should talk to the towing vehicle driver and all other banksmen should communicate through the lead banksman so that the driver receives clear communication without conflict. A policy should be in place such that the movement operation is stopped immediately and the situation resolved if any confusion arises in communications between the driver and banksmen;
- The towing vehicle should be manoeuvred into position and securely attached to the ball hitch and the ball lock before movement;
- Safety chains should be used between the towing vehicle and the caravan holiday home as a precautionary measure in case the coupling becomes detached;
- If there are only two banksmen, the preferred position is one at the leading corner of the caravan holiday home being towed and one at the opposite side on the trailing edge of the caravan holiday home being towed. This is to ensure a banksman has adequate views of both the length and width of the caravan holiday home;
- Banksmen should be aware of and constantly check for potential hazards such as grounding, collision with static obstructions and with other people on park. Particular attention is required to address risks to children or failings in a component of either the caravan holiday home or the towing vehicle (such as wheels, axle, chassis, 'A' frame, hitch etc);
- The driver must ensure that the caravan holiday home is only to be towed at walking pace to allow banksmen to maintain their position whilst movement is taking place.

11 WINCHING

11.1 Winching is a very useful technique for moving caravan holiday homes. However it presents a number of significant hazards and should only be undertaken by competent people

with specialist skills. For information on courses in winching, visit the CITO website at www.cito.org.uk and follow the link from the 'safe siting' qualification page.

11.2 Before winching, the winch operator must undertake a full assessment of the operation and inform the siting team about the winch plan, ensuring that everyone understands it. This need not necessarily be written down but clear instructions must be given. The siting team may need to be part of the winching undertaking, such as maintaining an appropriate exclusion zone around the winching operation.

11.3 **Each pull must be assessed individually. Before winching, the winch operator must undertake a full risk assessment of the operation.**

The winch should never be used to tow a caravan holiday home. The braking system on winches is not designed for this and the sudden jerking movement of a caravan holiday home will eventually cause the wire rope to snap.

11.4 Winches and cables must be regularly inspected and maintained in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER). Winches and cables should be regularly proof loaded in accordance to the expected range of caravan weights (safe working load levels), the cables regularly inspected for wear or fraying and the winches appropriately fixed to the vehicle. A cable snapping under strain can have serious consequences therefore it is recommended that a secondary means to control the movement of the caravan holiday home should be employed.

12 CRANING

12.1 Given the specialist, high risk nature of craning operations, there are complicated legal requirements to be met. It is therefore recommended that when a crane is to be used for lifting a caravan holiday home, a specialist craning contractor is employed to undertake a 'Contract Lift'. The only exception to this recommendation is where the park business undertakes the necessary training, re-training and documentation to achieve the same standards of legally-required competence and safety amongst the park's own employees.

12.2 The contract lift must be organised through a reputable company which holds adequate insurance for all their operations, including liability cover for the caravan holiday home being lifted. If a specialist craning contractor is employed to undertake a 'Contract Lift', the park/distributor is nevertheless obliged to have in place documented craning procedures and ensure that all persons involved with the instigating or the supervision of any craning work are competent and fully conversant with such procedures.

12.3 It is strongly recommended that the following information is obtained before any craning work can commence:

- A copy of the company's Health & Safety Policy;
- Detailed, technical risk assessments relevant to lifting caravans and to that specific lift (including wind loading, load spread, appropriate slinging method,etc.);
- A copy of method statements as to how the work will be undertaken;
- Copies of training records for all competent persons;
- Copies of all test certificates received;
- Copy of segregation procedures received;
- Signed agreement from the nominated contractor to adhere to the hiring company's Contractor Code of Conduct;
- Copy of Public Liability insurance (Minimum cover £5 million and in date).

12.4 If the same nominated contractor is to be used more than once, then the information may be retained on file and used for a maximum period of 12 months, from the date of the first contract issue (with the proviso that checks are made to ensure insurance cover remains current).

12.5 It is recommended to require individual lifting plans when undertaking moves on variable terrain or multiple moves.

12.6 The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and the Provision and Use of Work Equipment Regulations 1998 (PUWER) apply to caravan holiday home craning operations. These require that businesses ensure that every lifting operation involving lifting equipment is:

- Properly planned by a competent person;
- Appropriately supervised;
- Carried out in a safe manner.

12.7 Only a competent 'appointed person' under the definitions of LOLER and BS7121 should carry out the organisation and planning of lifting operations on parks. The appointed person must have adequate practical and theoretical knowledge as well as experience in planning lifting operations. Clarification should be sought prior to any contract lift being undertaken that the supplier's 'appointed person' meets these criteria.

12.8 It is the responsibility of the appointing company (park or distributor) to ensure that the following are considered and advised to the nominated contractor before any craning work can commence:

- The maximum weight and length of the caravan holiday home to be moved by crane. This will ensure the permitted loading on the outrigger jacks is not exceeded. N.B. It is the responsibility of the nominated contractor to ensure the weight of the hook, block and the slings are taken into account;
- How many lifts will be required to be carried out and the distance to relocation areas and suggested route to be taken (Nominated Contractor to confirm);
- The terrain of the area in which the craning work will take place i.e. gradients, floodwater areas, soft ground or hard standing;
- The potential for any underground hazards

i.e. underground pipes, mains cables or previously filled excavations;
- Any overhead cables and their height in the area;
- Full details of the caravan holiday home manufacturer.

12.9 **Before** work commences, a meeting should be held between the appointing company and the Competent Person to:
- Agree/amend route plan for the crane, assessing the area by looking at street lighting, trees etc.;
- Agree the amount of time that roads and access areas need to be closed off before work can commence to ensure minimum disruption to operations;
- Nominate steward and agree how that person will be identified (i.e. different colour high visibility vest);
- Ensure barriers will prevent access by **all** people (including children) at both ends of the craning area;
- If work is to be carried out on soft ground whether digger mats, timber or steel grillage may be necessary;
- All hazards identified have been assessed and addressed by nominated contractor and appointing company.

12.10 During the lifting operation it is important to:
- Check occupied caravans in the vicinity – the area should be clear of all people before the lift commences;
- Keep the area clear of unauthorised people until the lifting operation is complete.

13 DISCONNECTION OF SITED CARAVAN HOLIDAY HOMES

13.1 If a caravan holiday home is to be relocated within a park, the contents should be securely stowed so as to prevent damage in transit and to distribute the weight evenly. If the contents are privately owned, the caravan holiday home should always be entered by two persons to provide witness to the entry and subsequent securing of such property. If the caravan holiday home is to be transported off site, the inventory should be removed and appliances, doors, drawers and loose furniture should be secured ready for transit. This should include ensuring that:
- All loose items are safely stowed;
- Heavy items are not stored in overhead lockers;
- All room, cupboard and electrical appliance doors are secured;
- All bunks/loose bedding are secured;
- All roof-lights are closed and secured;
- All windows are fully closed and latched;
- The contents are stowed so as to distribute weight evenly;
- The exterior door is locked.

Note: The haulier is not responsible for stowing loose items.

13.2 The caravan holiday home must be disconnected from all services:
- The water supply should be turned off before disconnection by a competent person, an 'Approved Contractor' (also known as Approved Plumbers or Approved Groundworkers under the WRAS system). Excess water should be drained from the cistern before disconnection of the waste pipe;
- The sewerage and waste pipes should then be disconnected;
- If the vacated pitch is not to be immediately reoccupied or is to be left unattended whilst vacant, both the water supply and the main waste pipe should be capped off;
- The caravan holiday home should then be fully drained down and compressed air used to blow all pipes clear;
- Mains gas connections should be isolated by a competent person (CORGI registered installer) at both the quarter turn valve and at any other valve individual to the pitch. The connection hose should be removed, first from the regulator and then from the caravan holiday home. Both the service pipe and installation inlet pipe should then be capped off;
- Gas supplied by cylinder should first be turned off at the cylinder and the regulator removed. The hose should then be disconnected from the caravan holiday home and the installation inlet pipe capped off. Full or part-full gas cylinders should be moved clear from the pitch before any movement of the caravan holiday home commences;
- During de-siting, particular attention should be paid to the position of the mains gas supply point and the electricity trip and meter box where applicable to prevent any damage;
- The electricity should then be disconnected from the mains supply. In cases of caravans hard-wired direct from the pitch, this disconnection should be carried out by a qualified electrician (ideally NICEIC or ECA registered). The live and neutral conductors should be made safe;
- Any curtains or blinds should be opened for better visibility during the move;
- A check must be carried out to ensure all services have been disconnected and this should be recorded **in writing**, before removal.

14 REMOVAL OF CARAVAN HOLIDAY HOMES FROM PITCHES

14.1 Before beginning to de-site a caravan holiday home, it is essential to plan and prepare the removal route in advance. All the elements identified in Sections 10 and 13 must be taken into consideration.

14.2 The following work points should be undertaken:
- All accessories e.g. steps, handrails, flues, aerials etc should be removed, following safe working at heights procedures;
- The caravan holiday home should be hitched to the towing vehicle. This may not be immediately possible due to the height differential between tow ball and coupling. However, this should be carried out at the earliest opportunity in the procedure;
- All anchor chains/strainers should be removed. Anchoring connections are often under tension and should therefore be released slowly to prevent any snapping or springing;

- A check should be made to ensure that all corner steadies, the ball hitch, jockey wheel and main wheels move freely and are fully operable;
- The caravan holiday home should be carefully jacked up in accordance with Section 5;

It is necessary to remove the support stands and blocks. This may require crawling under the caravan holiday home if the axle is blocked up (traditional siting method). **It is essential secondary supports are put in place before anyone goes under the caravan.** These should be positioned so that they can be removed without going underneath the caravan holiday home. Once the caravan holiday home is raised to the required level and supported, access under the caravan should be between the main chassis beams (longitudinal chassis beams) and clear of the axle and outriggers at all times. **Given the risks of working beneath a caravan, it is recommended that at least one other person who has been trained in how to deal with an emergency is present and able to respond to any incident. One member of the team must remain outside the underside of the caravan at all times. No part of the body should ever be under the main chassis beams of a caravan holiday home that is supported only by a jack.**

- Appropriate protective clothing should be worn as identified through the risk assessment;
- Once all persons are clear and support stands/blocks have been removed, the caravan holiday home may then be lowered on to its wheels. At this point, the wheels should be chocked (either side of wheels) to prevent movement and all four corner steadies may then be fully retracted. (If these have become heavily corroded, they may need to be dismantled);
- After the caravan holiday home has been removed, the pitch must be made tidy and all services should be checked to ensure they are appropriately capped and turned off. Connections that protrude from the ground should be clearly identified to prevent people from tripping and vehicles from driving over them;
- All support stands, concrete blocks and hardwood packers should be checked for integrity and disposed of if unsuitable for reuse. (See Appendix 4);
- All trip hazards should be removed and the vacant pitch left as tidy as possible.

15 INSPECTION/PREPARATION OF A BASE

15.1 **It is important to check the base specification (if any) recommended by the caravan holiday home manufacturer in order to meet the unique requirements of some models.**

15.2 A caravan holiday home cannot be safely sited, commissioned and used on an unsuitable base. It is therefore essential to check the suitability of the pitch base in advance. This is becoming ever more important as caravan holiday homes become larger and heavier. The weight of a single unit caravan holiday home can be up to 9,000kg. This is the weight of the empty caravan holiday home alone and the load increases further with the addition of the occupants and their personal affects plus any imposed loads e.g. snow-loading.

15.3 If it is planned to site a caravan holiday home using constructed supports (such as may be proposed in flood plains or on a gradient), it is essential to ensure sufficient support is provided at all support points. Any insurance requirements will also need to be taken into account. The specific construction and operational requirements of such siting operations will differ in each case, are beyond the scope of these guidelines and expert advice should be sought.

15.4 Every caravan holiday home should be sited on a correctly prepared standing of suitable material, which should provide adequate support for the unit. Methods of siting vary and will depend on some or all of the following:

- The ground conditions;
- The weight of the caravan holiday home;
- The requirements specified in a park's Site Licence;
- The requirements of the caravan holiday home manufacturer;
- The requirements of the park's insurers.

Inspection of an Existing Base

15.5 Before planning to site a caravan holiday home on an existing base, it is necessary to check that:

- The base meets Site Licence conditions;
- The mains services, including water, sewage, electricity and gas, are properly laid to the base using suitable materials and are properly terminated;
- There is due allowance for surface drainage;
- The dimensions of the base are not less than the external dimensions of the caravan holiday home. If there is any doubt, the pitch dimensions should be measured and compared with the dimensions of the unit provided by the manufacturer;
- The base is of suitable construction (If necessary, check any available park records to establish the specification of materials used);
- If it is a concrete base, that it is sound and in good order.

15.6 It is essential that a previously occupied base should not be used if it is constructed of unsuitable materials (such as shingle, paving slabs, wooden planks, tarmac, soil, sand or similar materials) or is of inadequate construction or damaged.

15.7 If sections of a concrete base have cracked leading to sinking or tilting, the base should not be used to site a new caravan holiday home. No patching of the top can resolve this problem and the concrete must be broken up and a new base laid.

15.8 If the surface has minor cracking without signs of sinking or tilting, the cracks can probably be repaired. Damaged edges can also be repaired. This remedial work should be undertaken before a caravan holiday home is sited on the pitch.

New Base

15.9 Caravan holiday homes should, wherever possible, be sited on a permanent hard standing of suitable material, normally concrete, to provide adequate support during siting and in use.

15.10 If the creation of a permanent hard standing is not practical, or is not permitted (e.g. for planning reasons), then it is essential that a thorough assessment of the ground conditions is carried out and documented by a competent person prior to each siting.

15.11 Depending on the circumstances, a concrete raft or concrete strips of appropriate construction can be used. In the absence of any specific instructions (from a manufacturer or a competent person e.g. a structural engineer), the following is generally recommended for new bases:

Concrete Raft	**Concrete Strips**
A hardcore base to a minimum depth of 150mm, well consolidated and topped with 100mm of concrete mix with steel reinforcement. The dimensions of the base raft shall not be less than the external chassis dimensions of the caravan holiday home.	Concrete strips a minimum 1000 mm wide and spaced so that the longitudinal chassis members can be positioned above the centre of the strips (approximately 1800mm centres) are recommended. A hardcore base to a minimum depth of 150mm, well consolidated and topped with 150mm of concrete mix with steel reinforcement. Formwork - Rough-sawn timber may be used for longitudinal forms. The forms are placed on edge and prevented from moving sideways by metal or wooden stakes driven into the ground no more than 1m apart. Construction on steep slopes - Where strips are to be constructed on slopes steeper than 1 in 30 (33mm in 1m), the strips must incorporate anchors. The anchors prevent the completed strips from creeping downhill. Specialist advice should be sought.
Sub-base	
All topsoil must be removed to an appropriate depth before the raft/strips are constructed. The foundation below the concrete is called the sub-base and must be compacted by using tampers or heavy rollers until it is firm. Before excavating, the ground levels should be checked and any irregularities corrected, to prevent the raft/strips following the undulations of the natural ground. If during excavation, soft, wet or unstable areas are detected, it is necessary to excavate more deeply and replace the excavated material with well-compacted, granular fill.	
Concrete	
Concrete Raft Concrete mix as BS5328 Pt 1 & 2 1991, minimum depth 100mm with steel reinforcement.	**Concrete Strips** Concrete mix as BS5328 Pt 1 & 2 1991, minimum depth 150mm with steel reinforcement.

15.12 The finished raft/strips must be generally level, with due allowance for surface drainage.

Curing

15.13 It is essential to allow the concrete to develop the desired strength through keeping it damp for an adequate period after placing. Concreting work should be avoided in frosty conditions unless anti-freeze additives are used. As soon as surface texturing is complete, it is recommended to cover with plastic sheeting that is kept in place with a thin layer of sand or soil and stones along the edges. It is important to allow sufficient time for the base to cure before siting the caravan holiday home. It is recommended that damp-curing should be continued for at least 10 days in warm weather and 14 days in cold weather.

15.14 On exposed parks, it is recommended that recessed ring bolts and steel eyes are cast into the concrete. The caravan holiday home should be anchored to the steel eyes to prevent movement caused by high winds. Each ground anchor and eye should be capable of resisting 10 kN in tension.

16 SITING OF SINGLE UNIT CARAVAN HOLIDAY HOMES

16.1 **It is important to check the siting instructions (if any) recommended by the caravan holiday home manufacturer in order to meet the unique requirements of some models, including for type of chassis and minimum requirements for support**.

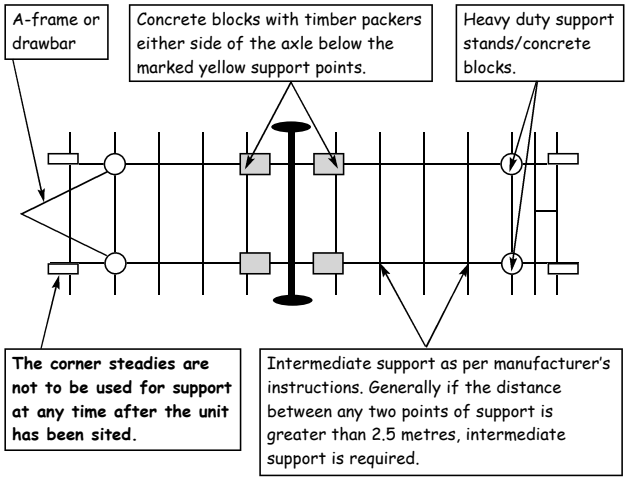
16.2 Methods of siting vary, dependent upon the ground conditions and specific requirements set by the local authority site licence. The method of siting a caravan holiday home in a flood risk area must be considered carefully. In some instances, insurers impose risk management controls in order to continue their provision of flood cover.

16.3 Appropriate protective clothing should be worn as identified through the risk assessment.

16.4 A generic siting procedure was introduced in 1999 and this method can be used for siting new caravan holiday homes and when re-siting older caravan holiday homes which have traditional chassis of the cross braced type. The recommended siting procedure is as follows:

- The main longitudinal chassis beams should be supported either side of the axle (four positions) by concrete blocks and hardwood packers. Further support should be placed beneath the designated support points identified by permanent yellow marks/ labels. As a general rule and in the absence of the yellow support point indicators (older homes), if the distance between any two support points is greater than 2.5m then additional intermediate supports shall be used;
- Appendix 4 provides details of suitable packing and support materials;
- The additional support should be preferably heavy-duty support (axle) stands although concrete blocks with hardwood packers are used in some circumstances. The use of support (axle) stands allows easy adjustment when a home has settled into position. Where concrete blocks and hardwood packers are used, it will be necessary to jack the caravan holiday home again and adjust the packers accordingly.

Minimum Support for a Typical Caravan Holiday Home

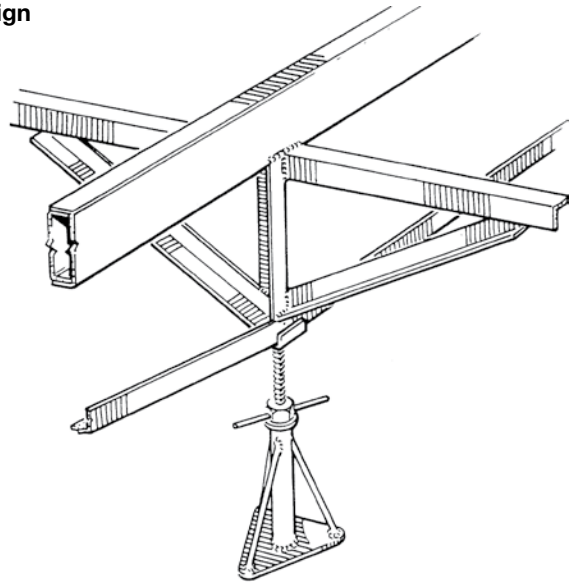


- Care is required to position the caravan holiday home squarely on the pitch. The wheels should then be chocked in front and behind to resist movement. Where practicable, the caravan holiday home should remain securely attached to the towing vehicle until the caravan holiday home is jacked and supported. Where this is not possible, the towing vehicle should be disconnected ensuring the jockey wheel is left in a locked position and on a firm base or spreader plate. The towing vehicle can then be removed from the siting operational area.
- All the corner steadies should be wound down in contact with the base;
- The caravan holiday home should be carefully jacked up in accordance with Section 5;
- When one side of the caravan holiday home has been raised sufficiently to enable the wheel(s) to spin freely, solid concrete blocks should be placed under the main longitudinal chassis beams either side of the axle (in four positions - see above). The other side of the caravan holiday home can then be raised and supported in the same way. Suitable packing material should be placed between the top of the concrete block and the underside of the chassis to cushion the weight and reduce the transmission of vibration;
- **Concrete blocks should not be in direct contact with the steel chassis;**
- The corner steadies should now be extended on either side to ensure that the caravan holiday home is stable.

At this point, intermediate supports should be carefully placed between the supports either side of the chassis and the corner steadies;

- A spirit level should be used to check that the caravan holiday home is absolutely level across its width. The internal floor should be used for levelling purposes across both the width and the length of the unit. Alternatively, a spirit level can be used by placing it under the floor joists by straddling several joists at a time, repeating this process at appropriate intervals throughout the length of the home. Levelling the caravan holiday home is one of the most important aspects of siting a caravan holiday home. Without the correct level, much time may be wasted trying to rectify what originally may be thought of as poorly fitted doors, windows or furniture. Laser levels can be used as an alternative to spirit levels for levelling caravan holiday homes;
- When the caravan holiday home is levelled correctly, the intermediate heavy duty support stands underneath the chassis should be placed and adjusted under all identified support points between the supports either side of the chassis and the corner steadies. For older chassis with no support point identification, support stands should be placed under the cross-bracing of the chassis in line with vertical chassis members (figure 1 below illustrates the correct position in relation to a traditional chassis design).

Figure 1 Support Position for a Traditional Chassis Design



- When the caravan holiday home is level in all directions, the corner steadies may be retracted into their stored position. They should not be used as additional supports and if they are to remain extended, they should be at least 6mm off the ground;
- First external and then internal doors should be checked to ensure that they close and lock correctly. If there is misalignment between the door and frame, the caravan holiday home may not be level. This should be checked and adjusted as appropriate. Only minor misalignment can be corrected via the hinges and/or lock keeps;
- **An alignment check should be carried out four weeks after siting as settlement usually occurs. If the caravan holiday home has settled, the level should be adjusted as required.** The classic signs of a caravan holiday home being out of level are doors not closing properly, locks not locking properly, cupboard doors out of line, windows binding, or floors creaking. So, if a customer complains of any of these, the first action should be to check the level of the caravan holiday home;
- It is good practice to anchor the caravan holiday home to the ground. Some insurance companies require that caravan holiday homes are anchored and specify minimum requirements. Each ground anchor and eye should be capable of resisting 10 kN in tension. Where anchors are fitted, they should be inside the front and rear outrigger on the inside of the main longitudinal chassis member (see figure 2). Newer caravan holiday homes have specific holding down points, which should be located approximately 1m from the ends of the main longitudinal chassis member at each corner (see figure 3). These anchors should not be over-tightened, which can stress the chassis. It is important to note that both the chain and turnbuckles should be suitably rated. The preferred turnbuckle is the type which has an 'eyelet' at both ends (as opposed to hooks) and should be used with suitable 'D' shackles.

Figure 2 Anchor Position Using Outrigger

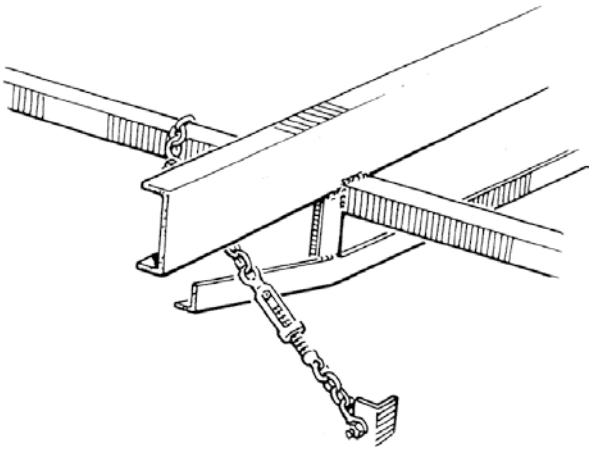
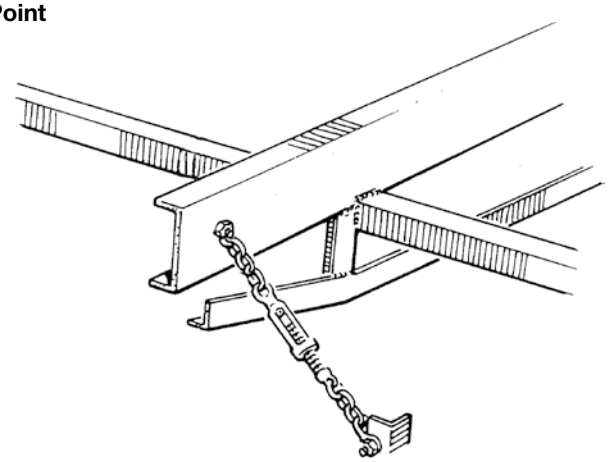


Figure 3 Anchor Position Using Specific Holding Down Point



17 COMMISSIONING

Water Regulations and Plumbing

17.1 The Water Supply (Water Fittings) Regulations 1999 have the objective of preventing waste, misuse, undue consumption and contamination of public water supplies. The regulations apply to plumbing systems of caravan holiday homes, all pipes above and below ground, water fittings, appliances and equipment which is supplied with water from the public supply.

17.2 Each connection of a caravan holiday home (whether newly sited or relocated) must be formally notified to the local water company unless it is undertaken by a defined competent person. Training is available to certify such competent status via BH&HPA and NCC, working with the Water Regulations Advisory Scheme (WRAS). WRAS has published a guide to the regulations specifically for holiday and residential parks and it is strongly recommended that all parks obtain this guide for reference.

17.3 The procedure is as follows:

- The waste drain pipe(s) should be connected to the park's drainage system using the correct couplings and fittings ensuring that all waste outlets are properly trapped;
- The mains water system should be connected with a compliant stop valve to enable the supply to be turned off, without shutting off the supply to any other caravan holiday home;
- All joints should be checked for tightness, e.g. water taps and shower joints to ensure that they have not worked loose in transit. Special attention should be given to water connections hidden from view behind inspection panels. When the connections are complete, the caravan holiday home including all water systems and appliances should be checked for correct operation in accordance with appliance manufacturers' instructions and visually inspected for leaks and inspection panels replaced as necessary.

17.4 As the caravan holiday home is not designed to be occupied all the year round, there is a danger of frost damage in the cold months. Insulating pipes alone is no guarantee against frost damage. The water system should be capable of being shut-off and drained down. It is suggested that the supply should be physically disconnected when the caravan holiday home is unoccupied for long periods and in the closed season.

Gas Supply

17.5 It is a requirement of the Gas Safety (Installation and Use) Regulations that all 'work' (defined in the Regulations) undertaken on gas fittings in caravan holiday homes is carried out by a competent person, approved by a recognised body such as CORGI. Accordingly, the complete gas installation shall be checked by a CORGI registered installer to ensure it is working correctly and that there are no leaks.

17.6 All new caravan holiday homes have a gas commissioning notice (usually affixed to the inside door of the boiler compartment) which should be completed by the CORGI registered gas installer.

17.7 It is essential to consider the storage arrangements for gas cylinders so as to ensure immediate access to any cylinders. If gas cylinders are to be enclosed, then adequate, low level ventilation should be provided

Flues/Cowls

17.8 A visual inspection of flues and terminals should be carried out on delivery and thereafter at regular intervals. All open flued appliances should pass the smoke spillage test in accordance with the appliance manufacturer's instructions. Flue extensions must be fitted to comply with manufacturer's instructions. Only a competent person as described in 2.3 should fit and test flues and cowls.

Smoke Alarm(s)

17.9 A check should be made to ensure that the smoke alarm(s) are fitted and these should be tested.

Ventilation

17.10 The manufacturer will provide a fixed area ventilation system that meets the requirements of either BS5601 Pt1 (pre 1999) or EN721 (post 1999). However, it is recommended that all ventilators as identified by the manufacturers in their literature are checked to ensure they are clear, clean and unobstructed.

Electricity Supply

17.11 The manufacturer should install, test and certify the caravan holiday home's electrical system in accordance with the requirements of the current edition of the IEE Wiring Regulations (BS7671). A check should be made to ensure that an Electrical Completion Certificate of Compliance is enclosed with the caravan holiday home. The park's external electrical connections to the caravan holiday home should be inspected and certified to ensure compliance with the same IEE Wiring Regulations by a certificated competent person on the roll of the NICEIC or in membership of the ECA. Guidance notes covering the external electrical installation on caravan holiday home parks are detailed in Appendix 5.

Warning Notice

17.12 A check should be made to ensure that a permanent notice giving simple fire prevention advice and setting out the action to be taken in the event of a fire, has been fixed inside the caravan holiday home by the manufacturer. This is usually positioned on the inside of the boiler compartment door.

User's Handbook

17.13 A check should be made to ensure that a User's Handbook has been provided by the manufacturer. This may be a wallet of information, rather than a single document.

Pre-Delivery Inspection

17.14 A pre-delivery inspection should be carried out for each caravan holiday home in accordance with the minimum schedule in Appendix 6.

Commissioning Checklist

- ☐ Water connection notified to water company or undertaken by competent Approved Plumber
- ☐ Water system checked for leaks (including behind panels)
- ☐ Water system capable of isolation, switching off and draining down
- ☐ Gas Installation checked by CORGI registered installer who has signed off "Gas Commissioning Notice"
- ☐ Flues and cowls checked
- ☐ Flue extensions fitted in accordance with manufacturer's instructions
- ☐ Open-flued devices checked and passed smoke spillage test
- ☐ Smoke alarms fitted and checked
- ☐ Fixed ventilation checked and unobstructed
- ☐ Manufacturer's Electrical Completion Certificate supplied and checked
- ☐ Electrical system connected by competent electrician (NICEIC or ECA)
- ☐ Fire prevention notice supplied and checked
- ☐ User's Handbook provided and checked
- ☐ Pre-Delivery Inspection and paperwork completed.

The law requires that gas and electrical work are undertaken by a 'competent' worker.

18 WARRANTY SUPPORT

18.1 It is recommended that all parties in the caravan holiday home supply chain follow the Guide to Best Practice for the Rectification & Supply of Spare Parts under Manufacturer Warranty, published by BH&HPA and NCC. Where a park owner/distributor notifies the manufacturer in writing of any damage or missing inventory under warranty, the manufacturer should acknowledge such notification in writing within seven working days of receipt, giving a projected delivery/rectification time in line with the recommended industry guidelines for the supply of spare parts under warranty. For items affecting health and safety in an unoccupied caravan holiday home, the delay for warranty and remedial work should not exceed 14 working days.

18.2 Any warranty-related problem which renders the caravan holiday home uninhabitable (e.g. inoperable space heating/water heating) must be dealt with immediately. Endeavours should be made by all parties to ensure that such problems are resolved within 48 hours from notification.

19 MAINTENANCE

19.1 Maintenance information is included in the manufacturers' user handbooks. In addition, the schedule in Appendix 7 has been prepared to assist the park owner/manager in providing guidance to caravan holiday home owners and may be photocopied and distributed as appropriate.

20 BASE SKIRTING

20.1 Subject to any particular planning, site licence or contractual requirements, should the park or caravan holiday home owner wish to fit a skirting wall between ground level and the underside of the floor of the caravan holiday home, it is imperative to ensure adequate ventilation at points relative to each room, regardless of the materials used. As a general rule, skirting ventilators should provide at least twice the low-level fixed area ventilation as is provided in the caravan holiday home as low as possible within the skirting wall. Where the caravan is sited on sloping ground, any gases accumulating beneath it will pool at the lowest point, therefore it is essential that adequate ventilation is provided at that point.

20.2 There should be cross-flow ventilation to provide plenty of air movement under the caravan holiday home. The specification for ventilation in caravan holiday homes is detailed in EN721 which is available form the British Standards Institution (BSI).

20.3 Such ventilation is necessary to help provide proper draught for gas appliances as is mandatory by law. It also minimises condensation and allows any gases, fumes, etc. to escape in the event of any leaks that may occur inside the caravan holiday home.

Appendix 1: Guidance on Risk Assessment

If you run a business, however big or small, the law requires that you must carry out a systematic health and safety risk assessment. You must decide what in your work activities could cause harm to you, your employees and members of the public.

What is Risk Assessment?

A risk assessment is nothing more than a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken sufficient precautions or should do more to prevent harm.

The important things you need to decide are whether a **hazard is significant**, and whether you have taken satisfactory precautions so that the **risk is minimised**. You need to check this when you assess the risks. For instance, electricity can kill but the risk of it doing so is remote, provided that 'live' components are insulated and metal casings properly earthed.

How to Assess the Risks in the Workplace? Follow Five Steps:

STEP 1: Look for the hazards.
STEP 2: Decide who might be harmed and how.
STEP 3: Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.
STEP 4: Record your findings.
STEP 5: Review your assessment and revise it if necessary.

Don't be Overcomplicated!

You probably already know whether, for example, you have machinery that could cause harm. If so, check that you have taken what reasonable precautions you can to avoid injury. To carry out a risk assessment you don't have to be a health & safety expert.

Hazard and Risk

Hazard means anything that can cause harm (e.g. gas, electricity, machinery, working from ladders, etc)

Risk is the chance, high or low, that somebody will be harmed by the hazard.

Step 1 - Look for the hazards

If you are undertaking the assessment yourself, walk around the workplace and look afresh at what could reasonably be expected to cause harm. Initially ignore the trivial and concentrate on significant hazards which could result in serious harm or affect several people. Ask your employees what they think. They may have noticed things which are not immediately obvious.

Step 2 - Decide who might be harmed, and how
Don't forget: -

- Young workers, trainees, etc who may be at particular risk;
- Staff and others e.g. contractors, maintenance workers, etc who may not be in the workplace all the time;
- Members of the public, including children if there is a chance they could be hurt by your activities;
- Lone workers.

Step 3 - Evaluate the risks and decide whether existing precautions are adequate or more should be done

Consider how likely it is that each hazard will cause harm and how serious the harm is likely to be. This will determine whether or not you need to do more to reduce the risk. Even after all precautions have been taken, some risk usually remains. What you have to decide for each hazard is whether this remaining risk is significant or not or whether something simple can be done to reduce the risk further.

Your aim is to minimise all risks by adding to your precautions as necessary. If you find that something needs to be done, draw up an 'action list' and give priority to any remaining risks which are high and/or those which could affect most people. In taking action ask yourself:

a) Can I get rid of the hazard altogether?
b) If not, how can I control the hazards to reduce the risks?
In controlling risks apply the principles below, if possible in the following order: -

- Prohibit people from carrying out the task or remove the risk completely- this is rarely an option but is the safest;
- Try a less risky option;
- Prevent access to the hazard (e.g. by guarding or roping off danger zones etc.);
- Organise work to reduce exposure to the hazard;
- Issue personal protective equipment.

Step 4 - Record your findings

Under the law if you have fewer than five employees you do not have to write anything down, though it is strongly recommended that you keep a written record of your assessment and subsequent actions. That written record could prove invaluable if ever it were necessary to demonstrate, perhaps in a court of law, the steps you had taken to manage health and safety. If however you employ five or more people you must record the significant findings of your assessment. This means writing down both the significant hazards and how they will be controlled.

You must also tell the relevant employees about your findings.

Suitable and sufficient
Risk assessments must be suitable and sufficient. You need to be able to show that:

- A proper check was made evaluating all foreseeable issues;
- You identified who might be affected;
- You considered all the obvious relevant hazards;
- You had in place all the controls to reduce the risk where practical;
- The precautions are reasonable;
- The remaining risk is low.

Use written Risk Assessments to keep a written record for future reference or use. They will be essential in compiling and reviewing your safety policy. It can help you if you become involved in any action for civil liability. It also shows that you have done what the law requires.

To make things simpler, you can refer to other documents, such as manuals, the arrangements in your health & safety policy, company rules, manufacturers' instructions, your health & safety procedures etc.

Step 5 - Review your assessment and revise it if is necessary

Sooner or later there will be changes in the business; perhaps you will bring in new vehicles or machines, procedures which could lead to new hazards. If there is any significant change, you must alter the assessment to take account of the new hazard(s). In any case, it is good practice to review your assessment from time to time – as a minimum annually and certainly after any accident or near miss.

Note – it is essential that all businesses follow the very latest guidance on risk assessments from the Health & Safety Executive (HSE). For the latest guidance see www.hse.gov.uk.

The partially completed model Risk Assessment below is provided by way of example to assist in recording the findings of a risk assessment:

Hazards Identified	Persons at Risk & From What	Controls in Place	Level of Risk	Actions Needed
Example – Collision with person whilst caravan being moved	Staff, members of public or anyone in the vicinity. Risk of collision and serious injury	Routes are planned before movement commences Suitable vehicle used Suitable vehicle attachment used during manoeuvring i.e. ball hitch Pitch checked and cleared before caravan is moved Drivers have full driving licence to move caravans. Only trained staff move caravans. Minimum of 3 staff carry out the movement of caravans following the Safe Working Procedure	Medium	Drivers must have full driving licence to move caravans. Only trained staff to move caravans. Minimum of 3 staff to carry out the movement and siting of caravans following the Safe Working procedure. Wherever possible moving/ siting of units to be carried out in close season or at times of low park activity.
Example - Crush Injury	Employees Risk of fatality or serious injury	Jacks' appliances to be inspected in compliance with LOLER Only trained staff to move caravans. Lifting appliances to be used under specified manufacturers' jacking points Minimum of 3 staff to carry out the movement. Safe Working procedure to be formalised. Jacks and axle stands to be adequately rated for caravan they are lifting/supporting	Medium	Additional jacks to be provided
Example – Impact injury from exploding tyres				
Example – Injury from trips and falls				

Signed by person undertaking the assessment: _____ Date: _____

Reassessment due 1 year or on change of procedure / practice / Due date: _____

Appendix 2: Guidance on Method Statements/Safe Systems of Work

A method statement or safe system of work is used to ensure that all those involved in an operation know exactly how they are expected to work, including the safety precautions to be taken.

A method statement is, fundamentally, a written safe system of work. The Risk Assessment should be the basis of the method statement.

A method statement should specify the activities to be undertaken on a step-by-step basis and the precautions necessary to protect staff, contractors and members of the public who could be affected by the activities. In certain cases, model method statements may be produced for a range of high-risk activities prior to commencement of work.

What goes into a Method Statement?

Key features of competent method statements include:
1. Identification of the individual(s) who are responsible for ensuring compliance with the method statement, including deputising arrangements.

2. The qualifications/training/experience of those permitted to carry out the type of work and any special training for the specific job.

3. Specification of the personal protective equipment and safety equipment to be used.

4. Definition of the safe means of access to and from the work location. Requirements for barriers and notices to limit access to areas also need to be spelt out.

5. Identification of the safe access routes for plant and equipment, especially in congested areas and taking into account the need to maintain emergency access routes.

6. Locations for equipment and material storage and handling and security arrangements.

7. Equipment required to carry out the work, how it will be provided and what inspections need to be identified.

8. Definition of exactly how the work will be carried out.

9. Consideration of the impact of weather and limitations to working in adverse conditions.

10. The method statement should specify how risks are to be avoided.

11. Each person working with the method statement should read and sign the procedure in advance of the operation.

The method statement may also incorporate information and specific requirements and may identify training requirements for contractors' employees and the use of competent persons or specially trained operators for certain activities.

Appendix 3 – Post Delivery Inspection

MANUFACTURER MODEL SERIAL NO

DISTRIBUTOR/PARK

DATE OF PURCHASE DATE OF SALE

PURCHASERS' NAME & ADDRESS

SECTION A: To be completed within 24 hours of delivery.

		SATISFACTORY	RECTIFIED	REQUIRED ATTENTION	WARRANTY
1.	DELIVERY	☐	☐	☐	☐
1.1	EXTERNAL INSPECTION INCLUDING ROOF	☐	☐	☐	☐
1.2	CHASSIS				
	Tyres	☐	☐	☐	☐
	Jockey Wheel (free moving)	☐	☐	☐	☐
	Hitch	☐	☐	☐	☐
	Corner Steadies	☐	☐	☐	☐
	Wheel Nuts (Tightness)	☐	☐	☐	☐
	Axle & Hub	☐	☐	☐	☐
	Check Chassis for Corrosion	☐	☐	☐	☐

DATE CARRIED OUT (DATE): _____

SECTION B: To be completed within 72 hours of delivery.

1.3	INTERNAL VISUAL INSPECTION DAMAGE	☐	☐	☐	☐
1.4	ANCILLARY EQUIPMENT AGAINST CHECK LIST	☐	☐	☐	☐

1.5 COMMENTS

1.6 DECLARATION

The initial delivery and internal inspection of the above caravan have been completed.

Signed Date

NOTE: Any items requiring manufacturer's attention must be noted separately to the manufacturer in writing.

Appendix 4 - Recommended Blocking, Packing and Support Materials

The correct choice of materials/components used to support the caravan holiday home is an essential consideration in the siting procedure.

BLOCKS

Only high-density aggregate concrete blocks should be used. The blocks should comply with the requirements for use below a damp proof course as given in BS5628 Part 3 Table 13. The blocks should be of 'dense' construction with no voids e.g. cellular blocks should not be used.

Only use blocks of known provenance. It is almost impossible to tell by visual inspection to which specification the block was manufactured and therefore blocks should not be re-used unless it is possible to be certain of their specification.

Care needs to be taken in the use of aggregate concrete blocks as mishandling may damage the blocks or the person lifting them.

Light weight blocks must not be used!

SUPPORT (AXLE)-STANDS

Support stands are steel supports whose height can be varied to suit the height necessary for the caravan holiday home. Care must be taken to ensure that no more than half the screw length is out of the support to achieve the required height. If more than half the screw length is required, a larger support stand should be used. The support stands should be adjusted to be as close as possible to the height required, but still able to be positioned under a suitable supporting point. The jack should then be lowered **very slowly**, such that the weight of the caravan holiday home is transferred to the support stands.

The load capacity of the support stands (collectively) should be at least double the gross weight of the caravan holiday home. The larger capacity support stands have a bigger footprint and are usually constructed of thicker steel.

Good quality support stands with a flat base plate should be used. Wherever possible, the thin, tubular stands (secured by a simple pin) that are frequently seen in motor accessory shops should be avoided. These seldom offer a large enough footprint or sufficient resistance to lateral twisting forces.

PACKING MATERIALS

Packing material will usually be required to obtain a satisfactory support height.

Wooden packers offer better characteristics than other materials in relation to vibration. However, only hardwood packers should be used and positioned on top of the concrete blocks. Various thicknesses will be required as well as thin plywood shims to finely adjust the finished height.

Untreated softwood packers are not suitable.

Appendix 5 - Electrical Installations on Caravan Holiday Home Parks

The complete electrical system and appliances should be protected at each pitch by a residual current device (RCD/RCBO) in accordance with 608-13-05 of BS 7671. The complete electrical system and appliances should be checked for suitable functional testing and that the earth continuity is correct. The earth leakage circuit breakers (RCD's) provided at the pitch and within the caravan distribution box must also be tested by a competent person using a calibrated RCD tester to ensure correct functioning. The following IEE regulations covering the switchgear and control gear between the pitch supply and caravan holiday home should be met:

The pitch supply equipment should be located no more than 0.5m from the exterior of the caravan holiday home. Where this is not practicable, the cable from the pitch supply equipment shall be adequately protected from mechanical damage.
Where a pitch socket outlet is used, it should: -

a) Be of the two-pole and earthing contact type.
b) Comply with BS EN 60309-2, with key position 6 h and meet the degree of protection of IPX4 to BS 5490.
c) Have a current rating suitable to meet the requirements of the caravan holiday home, most modern caravan holiday homes require 32A or more.
d) Be placed at a height of between 0.8m and 1.5m from the ground relative to the lowest part of the socket outlet.

Each pitch socket outlet should be individually protected by an over-current device. Furthermore, they should also be protected individually, or in groups of not more than three, by a 30mA residual current device complying with the relevant British Standard.

Grouped socket outlets should be on the same phase.

Appendix 6 - Full Inspection to be carried out on PDI

INSPECTION ON PDI

SECTION B: To be completed at time of final PDI prior to handover to owner.

		SATISFACTORY	RECTIFIED	REQUIRES ATTENTION	WARRANTY
SITING					
1.1	Level & Block (Note do not use corner steadies as jacks).	☐	☐	☐	☐
1.2	Intermediate Stands in place (Where applicable)	☐	☐	☐	☐
1.3	Chassis Anchored Down (Where applicable)	☐	☐	☐	☐
1.4	Base check	☐	☐	☐	☐
2.	EXTERIOR				
3.1	Entrance Doors Operational	☐	☐	☐	☐
3.2	Door Locks, Fitting keys	☐	☐	☐	☐
3.3	Exterior panels, windows	☐	☐	☐	☐
3.4	Seals on panel, windows	☐	☐	☐	☐
3.5	Ventilators Clear	☐	☐	☐	☐
3.	ELECTRICAL (by NICEIC/ECA Contractor)				
3.1	Earth leakage circuit breaker	☐	☐	☐	☐
3.2	Consumer unit	☐	☐	☐	☐
3.3	Socket outlets	☐	☐	☐	☐
3.4	Refrigerator	☐	☐	☐	☐
3.5	Cooker	☐	☐	☐	☐
3.6	Water heater/Boiler	☐	☐	☐	☐
3.7	Lights	☐	☐	☐	☐
3.8	Other appliances	☐	☐	☐	☐
4.	GAS (By CORGI Registered Installer)				
4.1	Gas pressure test and check for leaks (Note: using U-Gauge or similar)	☐	☐	☐	☐
4.2	Cooker	☐	☐	☐	☐
4.3	Refrigerator	☐	☐	☐	☐
4.4	Space heater	☐	☐	☐	☐
4.5	Water heater/Boiler	☐	☐	☐	☐
4.6	Smoke spillage tests	☐	☐	☐	☐
4.7	Flue extension/cowl	☐	☐	☐	☐
4.8	Central heating system	☐	☐	☐	☐

		SATISFACTORY	RECTIFIED	REQUIRES ATTENTION	WARRANTY
5.	WATER				
5.1	All joints and washers	☐	☐	☐	☐
5.2	Taps	☐	☐	☐	☐
5.3	Shower	☐	☐	☐	☐
5.4	Heating system	☐	☐	☐	☐
5.5	Toilet Pan & Cistern	☐	☐	☐	☐
6.	INTERIOR				
6.1	All furniture and catches	☐	☐	☐	☐
6.2	Wall board and ceilings	☐	☐	☐	☐
6.3	Ventilators Clear	☐	☐	☐	☐
6.4	Windows & Fittings	☐	☐	☐	☐
6.5	Soft furnishings	☐	☐	☐	☐
7.	FINAL COMMISSIONING				
7.1	Clean Carpet	☐	☐	☐	☐
7.2	Clean exterior	☐	☐	☐	☐
7.3	Clean Windows	☐	☐	☐	☐
7.4	Check smoke alarm(s)	☐	☐	☐	☐
7.5	Check CO detector (if fitted)	☐	☐	☐	☐
7.6	Check Handbooks, Guarantees, Appliance Instructions, etc	☐	☐	☐	☐
8.	WARRANTY				
Remedial work by manufacturer		☐	☐	☐	☐
Remedial work by park owner		☐	☐	☐	☐

9. COMMENTS

_____

_____

_____

10. DECLARATION

The inspection of the above caravan holiday home has been completed for hand over to the purchaser.

Signed _____ Date _____

NOTE: Any items requiring manufacturing attention must be noted separately to the manufacturer in writing.

Appendix 7 - Maintenance

The owner of a caravan holiday home is responsible for its maintenance. Careful maintenance is necessary to protect the structure of a caravan holiday home.

It is recommended that the following maintenance tasks are undertaken every year (unless otherwise stated).

These recommendations are complementary to any other specified in the manufacturer's handbook, which should also be followed.

It may be necessary to employ contractors to undertake some of these maintenance tasks which require expertise and in the case of gas and electricity systems, legal competence is required.

Manufacturer's Own Instructions

These are detailed in the literature supplied by the manufacturer and should be adhered to.

External Maintenance

1. **Visual Inspection**

   The caravan holiday home should be visually inspected for damage to the gutter, panels and other external features.

2. **Corner Steadies**

   The corner steadies should be re-greased and checked for signs of deterioration.

3. **Support Stands**

   All support stands should be visually inspected for signs of deterioration (Do not go underneath the home).

4. **Exterior Walls**

   The exterior walls should be inspected for signs of damage, leakage and movement and repaired as necessary.

5. **Roof**

   A visual inspection should be carried out to check for any damage of the roof structure. All visible mastic seals should be checked for any signs of shrinkage and cracking and re-sealed where necessary. **Do not climb on the roof.** It is not built to support weight, and water tight seals may be compromised. Work on the roof should only be undertaken by a competent person after a suitable risk assessment. A safe working procedure for working at height should be in place.

6. **Windows and Doors**

   Windows and doors should be checked for leaks. All seals should be examined for signs of shrinkage, cracking and should be re-sealed where necessary.

7. **Gutters and Down Pipes**

   Gutters and down pipes, where fitted, must be kept clear of any blockages.

8. **Chassis**

   Should any serious rusting appear on the steel chassis, it is essential that the surface is cleaned off and repaired by a competent person wearing the appropriate personal protective equipment.

9. **Electricity Supply Cable**

   The external electrical supply cable should be checked for soundness and replaced if necessary.This should be covered by the annual electrical periodic inspection

Internal Maintenance

1. **230v Electrical System**

   The 230v electrical system should be inspected and an annual periodic inspection report issued by an NICEIC/ECA approved contractor. Any alterations to the original installation must be carried out and tested by an NICEIC/ECA approved contractor.

2. **Gas System**

   The gas system must be checked for any leaks and its correct operation and any alteration to the original installation tested and approved by a competent person such as a CORGI approved gas fitter.

3. **Gas Appliances**

   All gas appliances fitted should be serviced annually and all flues and terminals should be inspected for corrosion and soundness. This must only be carried out by a competent person such as a CORGI approved gas fitter and the law requires annual testing and certification where the caravan holiday home is let.

4. **Means of Escape**

   All escape doors and windows should have their operation checked to ensure that they are still capable of use. All means of escape routes should be kept clear of any obstructions and identified.

5. **Water Ingress**

   All internal walls with an external side should be checked visually for damp and repaired as necessary.

6. **Water System**

   The water system should be checked for leaks. Any leaks found should be rectified.

7. **Ventilation**

   It is essential that the ventilation provided is kept clear to ensure that no risks to life occur due to faulty gas appliances. All ventilators should be cleaned and checked to ensure they are unblocked. Any blocked ventilators should be cleared to ensure they allow a free passage of air.

8. **Smoke Alarms**

   All smoke alarm(s) should be checked for correct operation periodically, i.e. battery fully serviceable.

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