



Safe Working Practices Working at Heights, Workplace Transport Safety & Temporary Demountable Structures





Welcome to the Builth Wells Service Park. This small document covers the key do's and don'ts related to The Work at Height Regulations 2005 (as amended), Workplace Transport Safety and the erection, use and dismantling of Temporary Demountable Structures which we have to comply with in the UK. Further relevant reading material can be accessed via the links at the end of this document.

1. Working at Heights

These guidance notes are intended to help to make your job easier during your stay and to help prevent the deaths and injuries caused each year by falls at work.

The Regulations apply to all work at heights where there is a risk of a fall liable to cause a personal injury, they place duties on employers, the self-employed and any person who controls the work of others to work at height (for example a Team Manager or Entrant) to the extent that they control the work.

If you are working for someone please ensure you advise them of any safety hazard and ALWAYS use the equipment provided, following any instructions you have been given (unless you think they're unsafe in which case seek further advice).

What must you do?

- All that is reasonably practicable to prevent anyone falling
- Avoid work at height where possible
- Use work equipment or other measures to prevent falls where you cannot avoid working at height
- If you cannot eliminate the risk of a fall, use work equipment or other measures to minimize the distance and consequences of a fall should one occur.

Responsibilities of the Employer or Duty holder, for example Entrant or Team Manager – ensure:

- All work at height is properly planned and organized
- All work at height takes account of weather conditions that could endanger health & safety
- Those working at height are trained and competent
- The place where work at height is done is safe
- The equipment for work at height is properly inspected
- The risks from fragile surfaces are properly controlled and
- The risks from falling objects are properly controlled



Planning

- Ensure you only work at height if absolutely necessary
- Ensure you plan and supervise any work at height
- Take account of your Risk Assessments

Inspections

These inspections can be visual or more rigorous inspection by a competent person. Please ensure you check every time before working at height on each location.

2. Workplace transport safety

This refers to any vehicle that is used in a work setting, such as fork lift trucks, cars, vans and large vehicles when they are operating off the public highway.

- Carry out risk assessments
- Obey the Service Park speed limit of 5mph for all non-competing vehicles during set up and de-rig. Vehicles should NOT be moving while the general public are on site.
- The event has provided segregated areas for the public however it is the team's responsibility to ensure that their personnel are aware of the risks
- Keep routes free from obstructions
- Ensure all vehicles have current documentation for the various vehicles that will be on site.
- Ensure that when a vehicle is reversing all people who are not necessary in the area are kept well clear
- Provide a person to oversee the reversing manoeuvre to keep the reversing area free of pedestrians and to guide drivers
- When loading and unloading ensure the area is clear of other traffic, pedestrians and people not involved in loading or unloading

3. Temporary Demountable Structures

This includes music stages, barriers, fencing, tents and marquees, seating lighting, platforms and masts, video screens; loudspeaker stacks, signage and advertising hoardings amongst other items.

Erection of temporary structures

Attention should be paid to the following:

- If possible, arrange the work to avoid working or passing near fragile material. If this is unavoidable, you should identify all fragile materials and put precautions in place

Safe Working Practices at a Service Park



to prevent or minimise the effects of a fall. This applies to all operations on the roof, whether construction, maintenance, repair, cleaning or demolition.

- Work from underneath where possible
- Create a clear method statement to identify the way in which your roof should be erected, cleaned, maintained, dismantled and ensure that all personnel who will be involved are trained and are competent to do this function
www.hse.gov.uk/pubns/books/hsg33.htm (page 50 item 208 – 217)
- Leading Edge protection (www.hse.gov.uk/pubns/books/hsg33.htm page 53 items 218 - 231) “Take precautions to prevent falls from roof edges and working “leading” edges. Nets and Birdcage scaffolds are the preferred options. However where these are not reasonably practicable you can consider using work-restraint safety harnesses with the running line systems, or temporary barriers at the leading edge, eg trolley systems.
- It is essential that everyone required to work at height is trained and assessed as competent to work safely at heights www.hse.gov.uk/pubns/books/hsg33.htm (page 56 items 238 – 245). This training should cover:
 - Safe working practices
 - Selection & use of personal fall protection equipment
 - Pre-use inspection of personal fall protection equipment (page 56 item 246 - 253)

The following publications may be helpful and can be downloaded from the HSE website (free of charge):

Working at heights in the broadcasting and entertainment industries
www.hse.gov.uk/pubns/etis6

Work at Height Regulations 2005 (as amended)
www.hse.gov.uk/pubns/indg401.pdf

Health & Safety in roof work
www.hse.gov.uk/pubns/books/hsg33.htm

Workplace transport safety
www.books.hse/public/saleproduct/jsf??catalogueCode=INDG199REV1