

Event Safety Rules



Scone Palace
Perth
2008

EVENT SAFETY RULES

The Health and Safety at Work etc. Act 1974 places a legal responsibility on everyone working at the Event to ensure that, whatever you do, it does not endanger yourself, your employees, other contractors and their employees or the Public.

The Organisers, the Scottish Vintage Tractor and Engine Club, recognises their part to play in the overall responsibility for the general safety and the observance of legal obligations throughout the Site. However, it is also the responsibility of each exhibitor, sub-contractor and self employed person(s) to ensure that the detailed safety measures necessary to perform their activities safely and in compliance with the relevant legislation are carried out, including the assessment of any risks to Health and Safety to themselves, their employees or anyone else who may be affected by their work.

This document is not intended to be a comprehensive, detailed account of how you should carry out your work to comply with the Law, but quite simply a basic reminder of some of the issues that need to be addressed and some of the 'Site Rules' which should be adhered to whilst at the event..

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RISK ASSESSMENT

- Risk assessments require to be carried out by employers (whether employees are paid or not) participating at the event, the findings of risk assessments should be recorded.
- It is good practice for voluntary organisations and groups to undertake risk assessments to ensure that their members and any members of the public are not being exposed to significant risks to health and safety.
- Risk assessments, specific to this Site, should be carried out and suitable measures put in place to control and minimise any significant risks that have been identified as a result of your risk assessment and ensure compliance with any statutory obligations.
- Because of the nature of the business it is often the case that factors may suddenly change which may affect your assessment of risk e.g. weather conditions, different locations etc. Account should be taken of this and an on site review of the initial assessment may be necessary. Suitable control measures should be put in place in order that any increased risk is minimised.

TRACTORS

- The rally site is deemed a public place and any driver must be at least 16 years provided they have passed a test otherwise at least 17 years of age
- The vehicle must at least hold 3rd Party insurance.
- When moving the tractor must be driven at walking pace only
- The tractor must only carry the number of persons it was designed to hold safely.
- Tractors with engines running or in motion must have the owner or his representative in attendance at all times
- Never use a machine unless you are trained and know how to use it safely
- Never use a machine unless it is properly maintained.
- Keep away from moving machinery remember that some machine components will continue to rotate or move even after the engine has stopped.
- Wear footwear with a good grip - safety boots are best.
- Wear clothes which will not snag on machinery - preferably overalls.

STATIONARY ENGINES

- The machinery must be supervised at all times when running by a suitable person (not less than 13 years of age)
- . The machinery should not be used for any purpose that it was not originally designed for.
- The working machinery should be displayed with a fence or barrier around it in such a configuration that there is a safety distance when the machine is in operation of at least 2m from any member of the public.
- Distance between machines should be at least 1m

- Appropriate safety notices should be displayed to give the public advice of any dangers present
- Suitable public liability insurance requires to be held by the owner of the machine.
- Engines with exposed flywheels should be positioned so that the flywheel is parallel to the safety barrier

STEAM ENGINES

- Engine drivers should take care when starting from rest – member of the public may be in the vehicle path
- Engines should be moved very slowly through any area the public has access to
- Passengers should only be carried on engines when it has been designed to allow the carrying of passengers – not on the engine belly tanks, forks, rollers, wheel scrapers, drawbars of trailers or any other position where there is a danger of falling into the path of the moving wheels.
- Boilers should be safe to raise steam in a public place

FORK LIFT TRUCKS

- No-one should operate a forklift unless they are in possession of a valid certificate of competency (e.g. Training Certificate) for the specific type of forklift they intend to operate
- No passenger is allowed to ride on any forklift unless the forklift is specifically designed for that use
- The nominated driver of each forklift is responsible for ensuring that the daily/weekly vehicle checks are carried out
- Where possible the use of Mobile Elevated Work Platforms e.g. the “Cherry Picker” on site should be used instead of using man baskets.
- The occasional use of “man baskets” attached to fork lifts should follow the guidance outlined in the HSE publication PM 28 – Working Platforms on Fork Lift Trucks.
Note – Telehandlers that can lift to a nominal height of greater than 6m must not be used with “man baskets” unless a specific risk assessment for the work undertaken is available
- Work at heights should never be carried out from the fork arms or from a pallet or anything else balanced on the fork arms
- The keys to the forklift should be removed from the ignition when the forklift is unattended and returned to the Plant Manager when finished

VEHICLE MOVEMENTS ON SITE

- On arrival to the Site. Security will direct you to the required area
- The designated roadways should be used
- The Site speed limit will be 10 mph and must be adhered to at all times. Vehicles found exceeding the speed limit will be excluded from the Site
- Remember that pedestrians may be present. All vehicle/plant lights, warning lights and other warning devices must be fully operational and used within the confines of the Site

- When reversing of a vehicle is necessary, extra care must be taken. A banksman or signaller) should be used, especially when pedestrians are present and in areas of poor visibility.
- Do not park in front of any designated emergency exits
- When exhibits are parked on slopes ensure any handbrake is in good working order and the vehicle wheels are chocked for additional safety.

PLOUGHING DEMONSTRATIONS

- When ploughing extreme care should be taken on turning where the general public are present

BELT DRIVEN EQUIPMENT

- A suitable fence should be provided round any demonstration, the fence should be at least 3m from the belt run
- All belt drives and shafting should be protected to prevent so far as is reasonably practicable danger to any person operating the equipment and who may be within the enclosure

TEMPORARY STRUCTURES

- During the erection and dismantling of any structure, unauthorised personnel should not enter into the designated work areas. Contractors responsible for erecting such structures are responsible for ensuring that an "exclusion zone" is highlighted and unauthorised persons are excluded.
- Hard hats must be worn in designated 'Hard hat Areas' and where there is a risk of head injury from falling objects
- Control measures put in place to minimise risks to Health and Safety as a result of any risk assessments carried out by Contractors must be adhered to – if its in your risk assessment "DO IT"

WORKING AT HEIGHT

- Avoid work at height where possible
- Use work equipment or other measures to prevent falls where you cannot avoid working at height
- Where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur
- Check there is a safe method of getting to and from the work area. Decide what particular equipment will be suitable for the job and the conditions on site.
- Make sure work platforms and any edges from which people are likely to fall have guardrails, toe boards or other barriers.
- Make sure that the equipment needed is delivered to site in good time and that the site has been prepared for it.
- Check that the equipment is in good condition.
- Make sure that whoever puts the access equipment together is trained and knows what they are doing.

- Make sure that those who use the equipment are supervised so that they use it properly. The more specialised the equipment (e.g. MEWPs, boatswain's chairs and rope access equipment), the greater the degree of training and supervision required to ensure safety.
- Check any equipment provided by another company to make sure it is safe before using it on site.
- Find out who to tell if any defects need to be remedied or modifications need to be made and keep them informed.
- If no other means of providing a safe place of work at height is available then an appropriately anchored harness (personal fall arrest) should be worn. However, whenever fall-arrest harnesses are used, a rescue method must be available should the user fall and be left suspended in their harness. Further information on safety harnesses can be obtained from Appendix 3 of Health and safety in roof work HSG33 (Second edition) HSE Books 1998.

LADDERS

- Should the work to be carried out identify ladders as the right means of access then the following should apply:
 - The ladders should be in good condition
 - Leaning ladders should be positioned at the correct angle to allow a 1:4 ratio
 - Be secure to prevent slipping sideways or outwards
 - Rise a sufficient height above the landing place or work platform
 - Be correctly positioned to prevent over stretching
 - Rest against a solid surface
 - Do not work off the top three rungs – this provides a handhold
 - Short duration work (maximum 30 minutes)
 - Light work (up to 10 kg)
 - Do not work off the top two steps of a stepladder (top three steps for swing-back/double-sided stepladders) unless you have a safe handhold on the steps
 - Avoid side-on working
 - Do not overreach – make sure your belt buckle (navel) stays within the stiles and keep both feet on the same rung or step throughout the task

LIFTING OPERATIONS

- All lifting equipment, including wire ropes, winches, chain hoists, shackles, span sets etc., should be suitable for their purpose.
- Every lifting operation should be planned by a competent person, supervised and carried out in a safe manner

- Lifting equipment etc. should be inspected and maintained in accordance with the relevant guidelines and legislation (Lifting Operations and Lifting Equipment Regulations 1998) the required documentation should be available on site to support such maintenance and inspection.

FIRST AID PROVISION

- First Aiders are present at the event, familiarise yourself with their location in case you need their assistance.

ACCIDENT / INCIDENT NOTIFICATION

- All accidents/incidents or near misses, which could have caused an accident must be notified to the Event Office on the form given at the end of this document.

ELECTRICITY

- All electrical installations on site should comply with the general requirements of the Electricity at Work Regulations 1989 and / or BS 7909
- No alterations should be made to the event electrical installation without the authorisation of the event Electrician(s)
- A competent person should regularly inspect all portable electrical equipment to be used at the event. Visual checks should be carried out prior to use. Defects should be remedied or equipment withdrawn

FIRE FIGHTING PROVISION

- You should familiarise yourselves with the nearest fire fighting equipment point.
- If a fire is discovered the alarm should be raised by notifying the nearest Steward. On no account should the fire be tackled unless it is safe to do so.

LIQUID PETROLEUM GAS

- LPG should be stored in accordance with the guidance issued by the Liquid Petroleum Gas Association (LPGA). Code of Practice 7, issued by the LPGA deals with the Storage of full and empty LPG cylinders and cartridges.
- The use of LPG in mobile catering units should comply with the guidance given in HELA document number 52/13: The Keeping and Use of LPG in Vehicles: Mobile Catering Units
- Smoking or naked lights are prohibited where LPG is stored.
- When LPG is being used to power a stationary engine the cylinder should be secured against overturning
- Suitably gas hose pie should be used
- Suitable connections for all gas pipe hoses should be used

MANUAL HANDLING

- Where reasonably practicable manual handling should be avoided. If possible use mechanical means.

- If manual handling must be carried out, assess the operation taking into account the task, the load, the working environment and the person's capability.
- Remove or reduce any risks of injury using the assessment
- The measures put in place, as a result of a manual handling risk assessment, to prevent the risk of injury should be adhered to.

HOUSEKEEPING / SLIPS & TRIPS

- Plant, equipment, materials etc. should be stored in a safe and tidy manner so as to prevent any unnecessary risks to health and safety e.g. trip hazards, obstructing exits, passageways or traffic routes, causing a fire hazard etc.
- Clean up as you go, if you see something sort it
- Ensure that you and any employees have the correct footwear for site work
- Use the designated storage areas to store materials if possible.
- Ensure any waste is tidied up and disposed of

EMERGENCY PROCEDURES

- In the event of an emergency, the Event Emergency Plan will contain the procedures to be followed. Information re the contents of the plan is available from the Event Manager.
- Any emergency messages will be made using the Ring PA system or relayed as required by the event stewards.
- Event security along with the Emergency Services will be responsible for the management of persons on site in the event of an emergency and their instructions should be followed.

HAZARDOUS SUBSTANCES

- No work should be carried on which would be liable to expose anyone to substances hazardous to health unless an assessment has been made to evaluate the risks to health

UNDERGROUND / OVERHEAD SERVICES

- Underground or overhead services, particularly gas and electricity, can be dangerous. Damage to electricity cables can cause a flash leading to severe burns or even death
- Precautions should be taken where work on site involves penetrating the ground at, or below the surface level
- Before starting work check with the Event office on the location of services on site
- Should work need to be undertaken in close proximity to services a safe system of work, including an assessment of the risks involved, requires to be followed
- Persons undertaking such work should be suitably trained

FAIRGROUNDS AND ATTRACTIONS

- All fairground attractions shall follow the safe practice and guidance given in the relevant HSE publications e.g. Fairgrounds and amusement parks: Guidance on safe practice, HSG175
- Inflatables etc. provided for use by the public shall be operated according to the guidance given in the HSE publication "Safe use and operation of play inflatables including bouncy castles" – HSE Entertainment Sheet No. 7

NOISE

- The Control of Noise at Work Regulations 2006 requires an employer to take certain actions depending on the levels of noise that their employees are exposed to during their work.
- Each employer should take account of the exposure to noise that their employees may experience whilst working at the Event and ensure that the Control of Noise at Work Regulations 2006 are complied with.

ALL TERRAIN VEHICLES

- Suitable head protection must be worn, e.g. a motorcycle helmet which meets BS 6658, or an ATV helmet/other head protection which meets BS EN 1384: 1997.
- Eye protection (a visor or safety glasses to EN 166), against flying insects, dust or branches.
- All operators must have had appropriate training in how to operate the machine

Should further information be required on any of the issues raised or further details be required as to how to obtain copies of any of the publications referred to, please contact the Safety Officer, Gary Lathan on mobile 07968 730 444 , email gary@safetyfirstsolutions.com , fax 0870 130 7940 or the Event Office Caravan.

SITE ACCIDENT / INCIDENT REPORT FORM

Name Of Injured Person(s)	
Address	
Telephone Number	
Job Title	
Names of witnesses (if applicable)	

<p>Accident / Incident</p> <p>e.g. location/area, what happened</p>	
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Person filling in the form:

Name			
Company/Agency			
Telephone Number			
Date		Time	

Please complete the information requested above and return to the Safety Officer

REFERENCES

1. A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, L73, HSE, ISBN 0717610128
2. Fairgrounds and Amusement Parks: Guide on safe practice. Practical guidance on the management of health and safety for those involved in the fairgrounds industry, HSG175, HSE, ISBN 0717611744
3. Five steps to risk assessment: A step by step guide to a safer and healthier workplace, ING163, HSE, ISBN 0717609049
4. Maintaining portable and transportable electrical equipment, HSG107, HSE, ISBN 0717607151
5. Management of Health and Safety at Work Regulations 1999, HMSO
6. Rider Operated lift trucks: Operator training Approved Code of Practice and guidance, L117, HSE, ISBN 0717624552
7. Safe use of lifting equipment. Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), Approved Code of Practice and guidance, L113, HSE, ISBN 0717616282
8. Safe use of work equipment. Provisions and use of Work Equipment Regulations 1998 (PUWER), Approved Code of Practice and guidance, HSE, ISBN 0717608700
9. Safe use and operation of play inflatable, including bouncy castles" – Entertainment Sheet No. 7. HSE
10. The International Working at Height Handbook – North Sea Lifting Ltd, ISBN 1-904021-00-X
11. AFAG Leaflet 701 – ATV Quad Bikes, HSE
12. Work at Height Regulations 2006, A Brief Guide, INDG 401 <http://www.hse.gov.uk/pubns/indg401.pdf>
13. Avoiding Danger from Underground Services, HSE, HSG 47 (ISBN 0 7176 1744 0)
14. Guidance Note PM 28 (3rd Edition) – Working Platforms (non integrated) on fork lift trucks, HSE. <http://www.hse.gov.uk/workplacetransport/pm28.pdf>