



Snetterton Stage Rally 2025

Appendix N - Set Up/Take Down Safety Instructions

To be read in conjunction with the Environment and Sustainability, and Safeguarding Policies

These instructions apply to ALL Persons at the event and are an extract from the full Safety Plan which has been approved by the MSA and agreed with MSV in accordance with their requirements. It has been circulated to senior officials. Please read this document it is important for you to know how you fit within the overall event safety plan. Information in this plan is constantly updated.

ENVIRONMENT AND SUSTAINABILITY, SAFEGUARDING POLICIES.

All persons involved with setup and take down should be familiar with the environmental and safeguarding policies, in particular to waste, damage and personal safety.

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND PERSONAL WELFARE

During set up, all persons on the venue MUST wear a face covering and a Hi Vis vest/top at all times, this must be the outer layer of clothing and not covered,

- Wear appropriate clothing, protective footwear, gloves and eyewear (when necessary).
- Please be advised that the weather can be changeable, so please dress appropriately for the conditions, please don't forget sun cream and a hat if you have sensitive skin
- Catering and toilet facilities will be provided on site.

SAFETY REQUIREMENTS

The riding on the back of open trailers and Open Vehicles (e.g. flatbed Lorries) is STRICTLY FORBIDDEN, set up crew have previously done this but it is nevertheless a dangerous practise and has before ended up with a serious accident on another event.

HAND TOOLS,

The use of hand tools is necessary to carry out stage set up, hammers, staplers, screwdrivers etc, Please take care when you are using, or approaching someone, who is using a hand tool, We will be in an open environment, the suitability of tools must be considered before use, We know it's obvious, but there is a risk to be considered.

MANUAL HANDLING

HSE provides guidelines on manual handling and correct lifting of weighty items,

<http://www.hse.gov.uk/pubns/INDG143.pdf> gives guidance to this, and how to avoid injury.

MSVR vehicles will be assisting, please be aware of moving vehicles and make sure the operative is aware of your presence if assisting to position items such as tyre walls which are very heavy.

MEDICAL ARRANGEMENTS

First Aid kits are available from the MSVR office and trained first aiders will be on site. Urgent calls should be made via 999 if there is no Rally Ambulance or Paramedic is at the venue. All Accidents, however minor, MUST be reported and logged.

FIRE EXTINGUISHERS

Vehicles should be carrying fire extinguishers. Fire extinguisher are located throughout the venue and in marshals posts. Fire extinguishers are used for different situations. Powder for knocking big fires down, AFFF for smaller fires and cooling. Both are good for Vehicle Fires. CO2 is for liquids. NEVER Use Water to extinguish vehicle fires or to cool vehicle that have been on fire. It will super-heat into steam and may cause serious injuries.

TAKE DOWN

A large amount of equipment will need to be collected and struck down. Please leave the venue clean and tidy. Please 'de-staple' signs and arrows in the equipment area only and staples must be placed in waste bins (to avoid puncture risks). Return all equipment to the Scrutineering bay and check that you are not leaving with other clubs' equipment.

The over-riding principle is YOUR safety.