

Health and Safety Executive		Sector Information Minute	
Agriculture and Food Sector		SIM 01/2001/04	
Cancellation Date	19/04/2005	Open Government Status	Fully Open
Version No & Date	1: 19/04/2001	Author Unit/Section	Agricultural Machinery Section

Target Audience
All FOD Inspectors dealing with Agriculture

HEALTH AND SAFETY GUIDELINES FOR AGRICULTURAL MACHINERY WORKING DEMONSTRATIONS

This SIM alerts inspectors to guidance produced by the Agricultural Engineers Association (AEA) and sets out what standards of health and safety are expected to be attained at working events.

BACKGROUND

1 The Association of Show & Agricultural Organisations (ASAO) and other show organisers have been in discussions with HSE on setting up guidelines for show organisers and exhibitors to follow. Much of the published guidance reflects the nature of static shows (such as county agricultural shows). The AEA (as organisers of the Tillage etc events) wanted specific guidance for working events.

2 The guidance document given at the [appendix](#) sets out the standards for AEA-run events and has been copied to other show organisers. This SIM has been produced to complement the generalised guidance in the AEA document and to ensure consistent standards across all events inspected by HSE inspectors.

3 A copy of this SIM has been sent to the AEA and as such are aware of the standards set out below. HSE suggested changes to the guide, covering the issues below, but these were rejected by the AEA.

4 Event organisers should ensure that that stewards, demonstrators and exhibitors are familiar with the rules etc for that particular event. Risk assessments must cover the individual circumstances of the event including plot layouts and control measures put into place to protect visitors from ejected material, noise, dust etc.

5 The event safety officer should oversee all exhibitor risk assessments and offer advice on the adequacy of the proposed controls to ensure visitor safety to exhibitor safety representatives.

TRAINING

6 All ATV sit-astride quad bike drivers must be trained and wear suitable head protection in accordance to Agriculture Information Sheet (AIS) 33. Exhibitors should be able to prove competence upon request.

7 All FLT drivers must be certificated for the type of truck they are operating. Loading and unloading areas should be sited away from public areas to avoid unauthorised access and well away from any overhead power lines. Lifting strops/ropes/chains must be suitable for use.

8 Demonstration drivers must be trained in the use of the machine they operating and briefed on their use in areas of public access. The driver should be aware of when to stop the machine if a visitor strays into an area of danger, eg drum mowers should not be started/used with visitors standing in the uncut crop.

9 Members of the public must not be allowed to operate machinery in the demonstration areas; a working demonstration is not a training event. If manufacturers wish to allow access to visitors to drive their equipment then a separate demarcated area should be provided in which pedestrians are prohibited. Visitors must then be adequately briefed.

PASSENGERS

10 A passenger is allowed in a cab if a seat is provided and their presence does not distract or otherwise interfere with the driver and the safe operation of the vehicle. A passenger would be acceptable in a tractor cab for cultivation events but would not be acceptable where the driver requires full concentration to operate the machine, eg no passenger in the cab of a self-propelled forage harvester.

11 Exhibitors may wish to construct viewing platforms on trailed equipment. If a viewing platform is provided it should offer the same degree of safety to that of a working platform. The use of CCTV cameras and monitors etc may negate the need for visitors to ride on machines. Overcrowding should be avoided. The platform should be marked with the number of people it has been designed to carry. This should be monitored by the event safety officer.

12 AIS 36 gives the standards required for trailers being used to carry visitors around the site.

13 Under no circumstances should passengers be carried on cab steps, drawbars or other linkages etc.

VISITOR CONTROL

14 The level of visitor control required will depend on the type of equipment being demonstrated and the numbers of visitors expected. There are a variety of control methods and the option chosen will coincide with the risk assessment undertaken by the exhibitor and/or organiser.

(1) Roping or barriers: for high risk areas such as turning points, adjacent to main visitor walkways, loading/unloading areas.

(2) Timed demonstrations: eg arena areas (such as seen at spray and sprayers events) could be suitable for popular national events.

(3) Stewards: walking at a safe distance alongside machine to maintain a safe distance for visitors.

15 Exhibitors/organisers should also take into account the types of visitors expected, eg

age of visitors, children with parents, foreign language visitors etc.

MACHINERY GUARDING

16 Machinery being demonstrated must meet the requirements of the Supply of Machinery (Safety) Regulations 1992 (SMS Regulations) or the Provision and Use of Work Equipment Regulations 1998 (PUWER) depending on whether it is new or used. Particular attention should be paid to PTO shaft guarding. BS EN 1553 sets out the overlap (at least 50 mm) required between PTO shaft guards and the fixed guard on the machine. These standards must be adhered to for both front and rear mounted equipment.

17 Directly imported machinery may require special attention; particularly if its source is outside of the EU. Past experience has shown PTO shaft guarding and stand off guarding to be the main cause for concern.

18 Static machinery may be displayed with guards missing provided that the exhibitor has a sign pointing out that certain guards are not fitted to visitors (SMS Regulations reg.2).

STATIC MACHINERY

19 All raised components must be securely supported by mechanical means. Under no circumstances should raised components rely solely on hydraulic pressure to remain in position. Organisers should make this requirement clear to all exhibitors.

INSPECTOR ACTION

20 If there is a doubt in interpretation of the AEA document, inspectors are asked to contact the Sector for further advice. Contact David Butter (VPN 513 2826) or Andrew Williams (534 8422) in the first instance.

Date first issued: 19 April 2001

APPENDIX (para 2)

HEALTH AND SAFETY GUIDELINES FOR WORKING EVENTS

1 This document is intended to give practical guidance on promoting health and safety at working events. The guidance is intended to highlight some of the items, which organisers should consider when planning an event to reduce the risks to themselves, contractors, exhibitors and visitors.

2 These guidelines can be supplemented with guidance notes from HSE, on specific areas of Health & Safety legislation. Organisers should also consider local conditions, type of event, number of visitors, age and experience of visitors and weather conditions when considering health and safety issues. It is important that health and safety is discussed at all planning stages of the event.

3 It is a legal requirement that all persons whether employed or self-employed, do everything that is reasonable and practical to ensure the health and safety of others and do not put themselves or others at risk.

The hazards mentioned are not an exhaustive list as some hazards are relevant to specific events and situations.

SAFETY OFFICER

The event organisers should appoint a Safety Officer, with relevant experience, to oversee the health and safety issues of the event and liaise with all exhibitors and others, including outside bodies regarding health and safety issues.

A Safety Policy should be written by the organisers covering health and safety issues, highlighting particular hazards that may be around, above and below the site. This Safety Policy should be circulated to exhibitors and site contractors and any others who may benefit from the information contained therein. The Safety Policy should also include the procedure for reporting accidents and dangerous occurrences and ideally be signed by the organisers.

The organisers should inform exhibitors of the correct entry and exit routes, any on site hazards, ponds, ditches overhead power lines etc, in addition to any restricted or out of bounds areas.

Organisers should carry out a pre-event briefing, which will ideally be attended by all exhibitor safety representatives, to highlight health and safety issues at the event and also pass on the latest safety and other relevant information to exhibitors.

SAFETY REPRESENTATIVE

Exhibitors should appoint a Safety Representative who should be on site throughout the company's build up, event demonstration and take down. The safety representatives should liaise with the organiser's safety officer as required and have responsibility for health and safety on behalf of the exhibitor and its personnel at the event. The safety officer should be familiar with the company risk assessment and know the designated machine operators and demonstration staff.

ASSESSING RISKS

Exhibitors should produce a risk assessment of their own activities at the event. This should include all elements of the event, build up, demonstrating and take down and should include contractors employed by the company at the event. The organisers may request a copy of this risk assessment. A further copy should be available on site.

Exhibitors should ensure that all people employed by them at the event are competent to carry out the task with which they are charged.

Following the event a safety review should be carried out by the organisers, which may include representatives of exhibitors and contractors.

WORKING AT HEIGHT

During the build up of the event some of the preparation work may involve working at heights or with structures. People carrying out these undertakings should be competent in the task and should be aware of any height restrictions, overhead power lines and underground obstructions, water pipes, electric supplies, other services etc. Where possible working at height should be carried out from a scaffold, or mobile access platform or similar

device designed for that purpose. The use of a ladder for short periods may be acceptable provided the ladder is secured. In extreme cases event organisers may require a written 'safe system of work' procedure from contractors.

LIFTING OPERATIONS

All lifting and unloading operations should be carried out in an area identified for that purpose, which should be away from all overhead power lines and similar height restrictions. All lifting operations should be carried out using equipment designed for the purpose and operated by a competent persons. No lifting operations should be carried out over people and only those involved with the unloading and lifting operations should be within the designated unloading area.

TRAFFIC MOVEMENT

All entry and exit routes should be discussed with the local police, farmer/landowner and others as required. Where possible a one way system should operate. Visitor parking and exhibitor deliveries should be to different areas of the site where possible and should be clearly signed and stewarded as required.

Site traffic should be kept to a minimum and restricted to only essential site vehicles on the day/days of the event. Vehicle access routes should be clearly identified and those using them should be aware of traffic flow arrangements around the site. All vehicle drivers and demonstrators should be competent and should wear appropriate head protection where necessary. No underage drivers should be allowed.

Speed restrictions should be applied around the site be strictly enforced by the organisers.

Any traffic arrangements should be discussed with the host farmer/landowner and their participation is encouraged.

PEDESTRIAN VISITORS

Pedestrian visitor walkways should be clearly marked and where they cross a busy traffic lane this, should be manned by a steward or stewards.

The number, experience and age of visitors will determine the level of restrictions placed on visitors near working machinery. This may be total exclusion from a given area, access via a viewing platform, restricted access from behind a movable barrier or stewards, timed demonstrations, or unrestricted access. Be aware of possible language barriers with foreign visitors, also consideration should be made for disabled visitors and those with restricted movement.

WORKING MACHINERY

All working machinery shall be CE marked and all necessary guarding must be fitted. Exhibitors should inspect machinery delivered direct from ports etc to ensure all necessary guarding is fitted.

When parking, all PTO driven equipment should be disengaged and the machine lowered to the ground before the operator leaves the seat and the ignition key removed to prevent unauthorised starting up of the tractor/machine.

All working machinery should be operated by competent persons only that have been trained in the use of the equipment and briefed on the operation of machinery in areas of public access.

Passengers may be carried only where there is seating designed for that purpose, the number of passengers is restricted to the number of seats available. Passengers must not be carried on cab steps, link arms, drawbars etc. Passengers are permitted to be carried on working platforms of trailed equipment or specifically provided viewing platforms to observe the machine in use. Any viewing platform provided must offer protection from moving parts of the machine.

STATIC MACHINERY

All static machinery should be secure and no part of a raised machine should rely solely on hydraulic pressure to keep it in the raised position. All sharp points and extended parts, particularly those at head height for all visitors, should be masked to protect the visitor from injury. Any moving exhibit should have a barrier restricting access to visitors. The removal of static exhibits to take part in another part of an event should be discouraged. Signs and promotional material should be secure to prevent falling onto visitors, particularly important at outdoor events.

FIRST AID

Suitably qualified first aid personnel should be on duty as required, particularly during the public times of the events. The numbers of first aid personnel should reflect the expected number of visitors. A list of local emergency services and telephone numbers should be available from the organisers.

ELECTRICAL EQUIPMENT

All electrical equipment brought on site should be low voltage and protected by RCD devices. Cable routing should be discussed and agreed with the organisers. Any portable generators should be correctly earthed, water proofed and silenced.

GAS AND HAZARDOUS MATERIALS

All gas appliances should be properly secured and regularly inspected by a competent person. The organiser should be informed of any hazardous materials brought onto the site.

FIRE PRECAUTIONS

Organisers should consult with local fire prevention officers if fire is considered a risk. Fire exit points should be considered, particularly in large marquees and temporary structures.

CATERING FACILITIES

Catering facilities are subject to legislation relevant to hygiene, this is enforced by the local Environmental Health Department, who should be consulted if advice is required.

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