

Safe Handling for volunteers working on the WMS staging

Version 7th December 2023

Thank you for volunteering to assemble and/or dismantle the Woodstock Music Society staging. Experience over 20 years has shown that working on the WMS staging is relatively safe but please follow the advice given here.

- **Please follow any instructions given to you by the *Staging Supervisor* who will have given you this sheet to read.**
- **If you are unsure about any activity in the process (climbing heights, lifting heavy parts etc.) please leave this to others.**
- If you see any potential risk of injury, please report this immediately to the *Staging Supervisor* so that advice and mitigation can be determined.

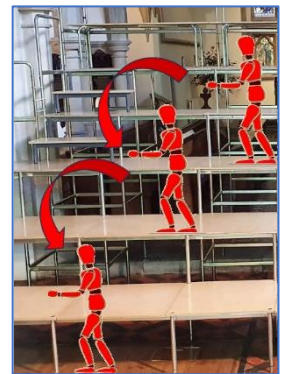
- When handling heavy staging parts, it may be better for 2 people to lift together. The heavy parts are the stage platforms with metal supports and the floor panels. If you are unsure about how to lift, consult the HSE advice shown overleaf.



- To avoid nips and other damage to hands please use the rigger gloves which are provided.



- If you are standing on the staging as it is being built up, if possible **stand on the level just below the highest level** to prevent the risk of falling from the top before the handrails are installed.





- When assembling or dismantling floor panels and handrails high up, **pass the parts in a 'bucket chain'** and stack them in neat piles on the floor to avoid other volunteers tripping over them.


- When lifting and stacking frames, **beware of hitting others when handling frames** and use 2 people to lift them high onto the top of a stack.




- Take extra care when walking down the staging without using the intermediate steps: **do not rush or carry unwieldy staging parts.**


Good handling technique

<p>Keep the load close to your waist for as long as possible while lifting. Keep the heaviest side of the load next to your body. If you can't get close to the load, try to slide it towards your body before you try to lift it.</p>		<p>Adopt a stable position. Your feet should be apart with one leg in front of the other (alongside the load if it is on the ground) to increase stability. You should be prepared to move your feet during the lift to keep a stable posture.</p>	
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<p>Slight bending of your back, hips and knees at the start of the lift is preferable to either fully flexing your back (stooping) or fully flexing your hips and knees (full/deep squatting).</p> <p>Don't flex your back any further while lifting. This can happen if your legs begin to straighten before you start to raise the load.</p>	
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<p>Avoid twisting your back or leaning sideways especially while your back is bent. Keep your shoulders level and facing in the same direction as your hips. Turning by moving your feet is better than twisting and lifting at the same time.</p>	
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<p>Keep your head up when handling. Look ahead not down at the load once it is held securely.</p>	
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<p>Put down, then adjust. If you need to precisely position the load, put it down first, then slide it into the desired position.</p>	
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