



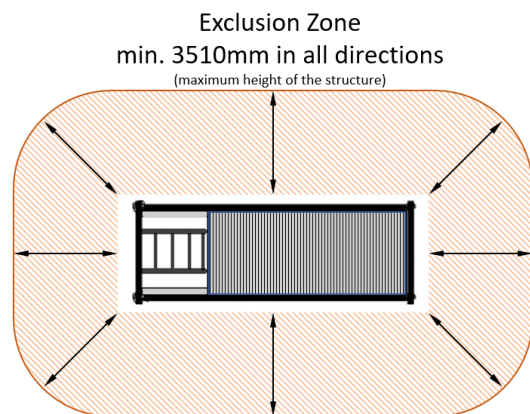
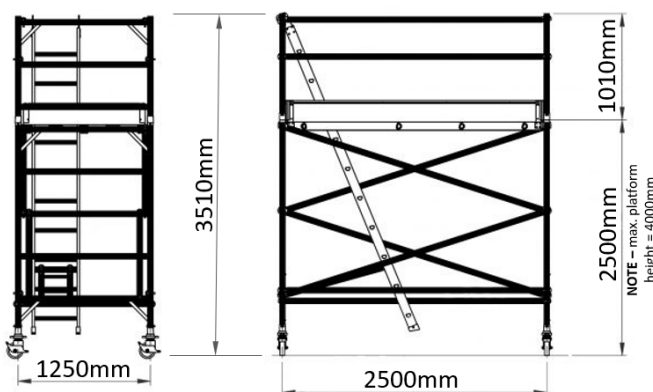
Guidelines for Erection and/or Dismantling of Temporary Structures

These guidelines provide our Associations and Clubs (who are covered by the Rugby Australia Risk Management and Insurance Programme) with relevant information on Erecting, Using, and Dismantling Temporary Structures in line with the Public Liability coverage. Temporary Structures are typically elevated platforms or temporary scaffold used for filming matches in community rugby.

You may also need to check local council and/or government rules and regulations which may apply at your Venue.

An Association or Club using their own Temporary Structures*:

1. **Maximum Platform Height** – the maximum height of the platform can be 4 meters (4000mm)
2. **Manufacturer's Specifications** – the temporary structure must be erected, used and dismantled in accordance with Manufacturer's Specifications by a Competent Person. This includes:
 - o Copy of the instructions for erection, use and dismantling the temporary structure;
 - o Presence and use of all necessary parts of the structure e.g. pins, ladders, kick-plates etc;
 - o Check that all parts in the structure are in good working order (no dents, cracks, etc);
3. **Exclusion Zone** – There must be a clear exclusion zone around the structure. The exclusion zone is equivalent to the maximum height of the structure in all directions from the base of the structure. The exclusion zone must prevent all people and animals from entering the zone while the temporary structure is erected, used, and dismantled by a competent person.



There are a number of environmental considerations that should be assessed, including:

- Ground Stability – are the legs of the platform on stable/solid ground (consider using plates to distribute leg weight)? Is the ground level?
- Outriggers/weighing-down – would the use of outriggers and/or weights improve the stability of the structure without compromising the Manufacturer's Specifications?
- Weather – are the weather conditions suitable for the use of an elevated platform (e.g. wind, lightning)

Outsourcing the erection and dismantling of Temporary Structures**:

If an Association or Club is outsourcing the erection and dismantling of temporary structures, the following documents are necessary to maintain on file:

1. **Public Liability Certificate of Coverage** – The Relevant Entity (Club/Association) should request to be listed as an “interested party” on the external provider's Public Liability Certificate of Coverage (CoC);
2. **Handover Certificate** - The Relevant Entity (Club/Association) should maintain a copy of the external provider's Handover Certificate, confirming that the structure is ready for use. The handover certificate must also include a timeline on when the structure will be re-inspected (note – for structures with a platform height exceeding 4 meters, the re-inspection date must not exceed 30 days).

* Safe Work Australia - Tower and Mobile Scaffolds Information Sheet - <https://www.safeworkaustralia.gov.au/resources-and-publications/guidance-materials/tower-mobile-scaffolds-information-sheet>

** Safe Work Australia – Guide to Scaffold Inspection and Maintenance <https://www.safeworkaustralia.gov.au/doc/guide-scaffold-inspection-and-maintenance>

