

*Your safety  
comes first!*



This leaflet is available from all Pickering's Plant depots.

**Telephone 0330 300 2345**

Email [sales@pickeringsplant.co.uk](mailto:sales@pickeringsplant.co.uk)

for a depot near you

Download from

**[www.pickeringsplant.co.uk](http://www.pickeringsplant.co.uk)**

## Temporary Welfare and Accommodation Units

Important information - read this leaflet



This leaflet is a guide to the correct procedure and proper use of Pickering's Plant mobile, static and eco temporary accommodation units. This leaflet must be read thoroughly before starting work. It is not a substitute for a properly executed risk assessment.



Specific user instructions relative to a particular model of accommodation units are available from a Pickering's Plant depot – go to [www.pickeringsplant.co.uk](http://www.pickeringsplant.co.uk) or telephone 0330 300 2345 to find a depot near you

- Smoking is not allowed in any of these temporary accommodation units
- Only use the temporary accommodation unit for the purpose it is designed. If you deem the unit to be inappropriate for your requirements, contact your nearest Pickering's Plant depot
- Always wear the appropriate personal protective equipment (PPE)
- Always comply with current legislation relating to the use of temporary accommodation units
- Always obey the safety signs and instruction displayed within the accommodation units
- Always ensure that you are fully conversant with the safe operation of the equipment installed within the accommodation units. In particular be aware of the shut-down procedures in the event of an emergency
- Never operate any of the equipment installed in the temporary accommodation unit under the influence of drugs or alcohol
- If taking prescribed medication, take advice from your doctor before operating any of the equipment installed in the temporary accommodation unit

## Daily Checks

**It is essential that the operator completes the following daily checks before using the temporary accommodation unit**

- **Check** the condition of the structure, internally and externally, note any damage
- **Check** all internal fixtures and fittings, note any damage
- **Check** all electrical equipment, visually inspect all electrical cables and plugs quarantine any damaged items
- **Check** electrical items test dates. If any are out of date contact nearest Pickerings Plant depot for exchange or re-test
- **Check** that all safety signs are in their correct position and are clearly visible
- **Check** generator's oil and fuel levels, top up if necessary repeat every four hours
- **Check** door and window locks and handles, ensure free movement
- **Check** the plumbing and waste connections, note any leakage. Contact Pickerings Plant for waste collection
- **Check** the carbon monoxide detector, if there is any doubt about the correct function of the detector, seal off the unit and ensure no one enters. Immediately contact Pickering Plant for a replacement

## Fuelling

- **No smoking** and no naked lights in the vicinity of the temporary accommodation unit
- **Always dispense the fuel in the open air** and not inside a building.. Avoid inhalation
- **Fuel should only be dispensed from approved containers.**
- **Do not dispense fuel directly from an approved container** - always use a pouring spout or funnel
- **If any clothing is splashed with fuel, change immediately.**
- **Spillages or leaks pose a number of hazards**, do not overfill a tank and make sure that the filler cap is securely in place and not leaking
- **Be aware that fuel can expand** and vapour can build up in hot weather. Do not fill to the top - leave sufficient capacity to allow for expansion
- **Approved containers should not be overfilled** and securely fastened during transit to prevent them falling over and leaking
- **Be aware that spillages on the road surface** can create slippery conditions that are a major hazard to other road users especially those on two wheels

## Mobile Units - Towing and Parking

- **Before you tow** the mobile accommodation unit ensure that your current driving licence and insurance allows you to do so
- **Ensure that you observe** the correct procedure for attaching and removing the mobile accommodation unit from your vehicle
- **Observe the legal requirements** regarding lighting boards and the correct methods of connecting the board to your vehicle's tow hitch
- **Ensure that any safety devices**, such as a breakaway cable, fitted to the towing bar and ball hitch is securely attached, engaged and used correctly.
- **Always keep to the legal speed limit** for the road you are using
- **Your vehicle manufacturer will state the maximum towing limit** of your vehicle in the vehicle handbook. It is recommended that wherever possible the fuel is removed before towing the mobile accommodation unit
- **When reversing** the mobile accommodation unit get out of the vehicle and check that all is clear to the rear before making the manoeuvre
- **Periodically inspect** the condition of the tyres and check the tyre pressures regularly
- **You will need to be aware** that a vehicle when towing will take longer to stop accelerate and turn when compared to a vehicle on its own.
- **Ensure** that the accommodation unit is sited on firm level ground and apply the handbrake
- **When lowering** the accommodation unit ensure that nothing can be trapped underneath

## All Accommodation Units

- **When siting the accommodation unit**, ensure that there is sufficient space around the unit to allow for servicing and maintenance
- **The ground for the accommodation unit** should be firm and level
- **Ensure that the jacklegs locking pins** are fully engaged
- **If the accommodation unit needs to be levelled**, use only wooden or metal supporting wedges
- **All electrical connections** should be completed by a suitably qualified person
- Contact your Pickerings Plant depot if earthing of the accommodation unit is required
- **Electricity is from the built-in generator** or a battery system. Ensure that neither system is overloaded. If an additional electricity supply is needed contact Pickerings Plant
- **Ensure that electric heaters are fully ventilated** – never cover them with clothes etc.
- **Opening doors and window in windy weather** is a potential hazard to bystanders. Be aware of your surroundings