

# Bundanoon Community Association Incorporated

## BUNDANOON SOLDIERS' MEMORIAL HALL

### Catalog of Risks and Safe Work Methods

Risk Register	Risk Type
<a href="#">Using the hot water urns</a>	Specific
<a href="#">Lowering and raising the projector screen</a>	Specific
<a href="#">Moving the Grand Piano</a>	Specific
<a href="#">Accessing the loft</a>	Specific
<a href="#">Setting up folding tables</a>	Specific
<a href="#">Moving and placing tables and chairs</a>	General
<a href="#">Electrical safety</a>	General

### SPECIFIC RISKS

Specific Risks are risks that users must be aware of when using the equipment or facility identified. When used according to the safe work method, the risk of using the equipment is reduced to an acceptable level.

It is the responsibility of the user/hirer to ensure all people using the equipment are trained in the safe work method.

### GENERAL RISKS

General Risks are risks that are common to all venues and events. Slips, trips, electrical safety. All hirers must be aware and capable of managing the everyday risks inherent in the use of any facility.

### RISK ASSESSMENT

Likelihood at left, consequence at top, assessment in matrix. Any unacceptable risk MUST be treated to reduce it to Caution or Acceptable.

	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Caution	Unacceptable	Unacceptable	Unacceptable	Unacceptable
Likely	Caution	Caution	Unacceptable	Unacceptable	Unacceptable
Possible	Acceptable	Caution	Caution	Unacceptable	Unacceptable
Unlikely	Acceptable	Acceptable	Caution	Caution	Unacceptable
Rare	Acceptable	Acceptable	Acceptable	Caution	Caution

## BUNDANOON SOLDIERS' MEMORIAL HALL

Activity	<p style="color: red; font-weight: bold; margin: 0;"><b>Using the hot water urns</b></p> <p>There are two birko 20 litre hot water urns in the lower kitchen. They can be used in situ or moved into the Hall to provide hot water for tea/coffee. They sit on risers to allow for a height for pouring water and to empty after use</p>		
Risk Type (Specific/General)	Specific		
Hazard/s	<ul style="list-style-type: none"> <li>Burns from boiling water</li> <li>injury from moving urns,</li> <li>electrical safety,</li> <li>water spills creating slip hazards</li> </ul>		
	Likelihood	Consequence	Assessed Risk
Untreated Risk	Possible	Major	<b>Unacceptable</b>
Treated Risk	Rare	Moderate	<b>Caution</b>
<p>Treatment of Risk (Safe Work Method)</p> <p><b>General precautions</b></p> <ol style="list-style-type: none"> <li>1. Urns must only be moved when empty</li> <li>2. Urns must only be used to heat water</li> <li>3. Electrical cords must be away from potential snagging</li> <li>4. Urns must always be used with wooden riser</li> <li>5. Tables must be checked to ensure locking sleeves are in place</li> <li>6. Any waters spills must be promptly mopped up and a “wet floor” warning placed at the spill location</li> </ol> <p><b>Setting up</b></p> <ol style="list-style-type: none"> <li>1. Setup up table as close to a powerpoint as possible.</li> <li>2. Ensure the table locking sleeve is correctly in place</li> <li>3. Take riser and (empty) urn and place on table</li> <li>4. Use urn bucket to carry water to the urn</li> <li>5. Fill to desired level</li> <li>6. Plug in, turn on and set thermostat to maximum heat</li> <li>7. Once desired temperature is reached, turn urn down</li> </ol> <p><b>Using</b></p> <ol style="list-style-type: none"> <li>1. Ensure urn tap is not left open after each use</li> <li>2. If required, refill with small amounts of water to continue service</li> </ol> <p><b>Packing up</b></p> <ol style="list-style-type: none"> <li>1. Turn off urn at powerpoint</li> <li>2. Using urn bucket, empty remaining hot water via urn tap.</li> <li>3. Take care to only empty safe amounts of water as it is at a hazardous temperature.</li> <li>4. Continue until urn is almost empty. Do not tip the urn to fully empty.</li> <li>5. Take the almost empty urn to the kitchen and tip out any remaining water</li> <li>6. Take the riser back to the kitchen and place the urn back on the riser</li> <li>7. Replace the urn bucket</li> </ol>			

<b>BUNDANOON SOLDIERS' MEMORIAL HALL</b>			
Activity	<p style="color: red; font-weight: bold; margin: 0;"><b>Using the projection screen</b></p> <p>The projection screen on the stage provides a large area display screen for the loft data projector or data projectors used from the floor. The default position of the screen is up and after use should be returned to this position. The rope is secured to a large wooden horn cleat.</p>		
Risk Type (Specific/General)	Specific		
Hazard/s	<ul style="list-style-type: none"> <li>Bottom rod/ screen lowering out of control/falling while people are beneath</li> <li>Strains, rope burns if not lowered or raised correctly.</li> </ul>		
	Likelihood	Consequence	Assessed Risk
Untreated Risk	Unlikely	Major	<b>Unacceptable</b>
Treated Risk	Rare	Minor	<b>Acceptable</b>
Treatment of Risk (Safe Work Method)			
<p>General precautions</p> <ol style="list-style-type: none"> <li>1. Raise and lower screen ensuring there are no people underneath or nearby. Warn people when the screen is being raised or lowered</li> <li>2. Lifting the screen is better as a two person operation</li> <li>3. Lift only to your capacity</li> <li>4. Play the rope slowly to avoid burns</li> </ol> <p>Lowering the screen</p> <ol style="list-style-type: none"> <li>1. Ensure the area below is clear and no people are underneath or likely to walk underneath</li> <li>2. Slowly unloop the rope from the cleat until the screen starts to lower on its weight</li> <li>3. Do not unloop further, let the rope play out slowly through the cleat</li> <li>4. Let the screen lower to its length</li> <li>5. Tie off the rope</li> </ol> <p>Raising the screen (two people preferred)</p> <ol style="list-style-type: none"> <li>1. Ensure the area below is clear and no people are underneath or likely to walk underneath</li> <li>2. Untie the rope from the cleat</li> <li>3. Pull the rope to begin lifting the screen (person one)</li> <li>4. Pull slowly and steadily</li> <li>5. Wind the rope around the cleat (person two)</li> <li>6. As the screen is lifted, pull the rope on the cleat to take up the weight (person two)</li> <li>7. The screen is fully raised once it is just above or level with the blue valance (curtain)</li> <li>8. Once the screen is fully raised loop then tie off the rope on the cleat</li> </ol>			

BUNDANOON SOLDIERS' MEMORIAL HALL			
Activity	<p style="color: red; font-weight: bold; margin: 0;"><b>Moving the grand piano</b></p> <p>The Grand Piano is stored on the right-hand side of the stage. For performances it is moved to a central location on the stage. There are wooden guides on the floor to assist with safely guiding the piano to and from the storage location</p>		
Risk Type (Specific/General)	Specific		
Hazard/s	<ul style="list-style-type: none"> <li>piano falling from the stage/crush injury</li> <li>strains from moving the piano</li> <li>pinch point injuries</li> <li>scratching the piano</li> <li>electrical hazards</li> </ul>		
	Likelihood	Consequence	Assessed Risk
Untreated Risk	Possible	Major	Unacceptable
Treated Risk	Rare	Moderate	Acceptable
Treatment of Risk (Safe Work Method)			
<p>General precautions</p> <ol style="list-style-type: none"> <li>1. The piano is heavy, at least two, preferably three people are required to guide the piano</li> <li>2. Move the piano slowly at all times, checking that the wheels are running true and there are no obstacles</li> <li>3. There is a dehumidifier – this must be unplugged and the cable secured when moving, it must be replugged in when returning the piano</li> <li>4. The cover must be on the piano and the sign warning that nothing is to placed on the piano in place</li> </ol> <p>Moving the piano to centre stage</p> <ol style="list-style-type: none"> <li>1. Unplug the dehumidifier on the lower left hand side of the piano. Ensure the cable will not catch into a wheel</li> <li>2. Remove the warning sign, pull the stools back</li> <li>3. With two, preferably three people gently pull the piano by the legs. As it starts to move, control the force to move it slowly. Be aware of the guide timbers.</li> <li>4. Once clear of the guides, move the piano towards the back of the stage, to the desired position</li> <li>5. If the piano will be in place for more than 24 hours, attach the dehumidifier to an extension lead.</li> <li>6. Remove the cover when ready for performance</li> </ol> <p>Returning the piano to the stage side</p> <ol style="list-style-type: none"> <li>1. Ensure the cover is on the piano</li> <li>2. Ensure the path the side is free from obstacles</li> <li>3. Check the dehumidifier cable is stored</li> <li>4. With two, preferably three people gently pull the piano by the legs. As it starts to move, control the force to move it slowly. Ensure the piano wheels are well away from the stage edge</li> </ol>			

5. As piano is near the store area, guide the piano, using the wheel, between the wall guard and stage edge guard. Take care the piano does not touch the walls (the guide will prevent this in general use)
6. Guide the piano until the front wheel touches the stop.
7. Plug in the dehumidifier
8. Replace the stools and the warning sign

BUNDANOON SOLDIERS' MEMORIAL HALL			
Activity	<p style="color: red; font-weight: bold; margin: 0;"><b>Accessing the audio-visual loft</b></p> <p>The audio-visual loft provides access to the lighting console, data projector, full sound desk and follow spot. Access is by restricted (purple) key.</p>		
Risk Type (Specific/General)	Specific		
Hazard/s	<ul style="list-style-type: none"> <li>fall from height in narrow space</li> <li>slip/fall from ladder</li> <li>hit by falling objects</li> </ul>		
	Likelihood	Consequence	Assessed Risk
Untreated Risk	Possible	Catastrophic	Unacceptable
Treated Risk	Possible	Moderate	Caution
Treatment of Risk (Safe Work Method)			
<p>General precautions</p> <ol style="list-style-type: none"> <li>1. The ladder to the loft is a vertical rung ladder</li> <li>2. Items should be lifted up and down with the rope and crate, preferably with two people</li> <li>3. Children are not permitted to access the loft</li> <li>4. The lighting console can be controlled by a tablet. A person still needs to access the loft to power up the lights and console, but someone not able to climb the stairs can then use the console from the floor</li> </ol> <p>Accessing the loft</p> <ol style="list-style-type: none"> <li>1. Only people confident and capable of climbing a 3-metre vertical rung ladder should access the loft</li> <li>2. Shoes must be suitable for the task</li> <li>3. Both hands must be free to ensure three and four points of contact at all time</li> <li>4. Only one person at a time should be in the loft access area</li> <li>5. Items must be lifted and lowered in the crate using the rope</li> <li>6. Larger items must be safely raised and lowered to the capacity of the people raising and lowering</li> <li>7. If items are lifted or lowered people should not be in the access area</li> </ol>			

BUNDANOON SOLDIERS' MEMORIAL HALL			
Activity	<p><b>Using the folding tables</b></p> <p>The folding tables are light and easily moved to their location</p>		
Risk Type (Specific/General)	Specific		
Hazard/s	<p>The tables have a slide locking mechanism that <b>MUST</b> be securely in place. If not, the table may collapse without warning if leaned on.</p> <p>This could lead to</p> <ul style="list-style-type: none"> <li>• Urn of boiling water (20 litres) splashing onto floor</li> <li>• Glasses falling and people tripping on glass</li> <li>• Fall injury</li> </ul>		
	Likelihood	Consequence	Assessed Risk
Untreated Risk	Possible	Catastrophic	Unacceptable
Treated Risk	Rare	Moderate	Acceptable
<p>Treatment of Risk (Safe Work Method)</p> <p>At both table stores there is a yellow chain with an illustration of the safe locked position of the tables.</p> <ul style="list-style-type: none"> <li>• Ensure all people setting up the tables are briefed in the safe locking mechanism.</li> <li>• Once locked, the tables are safe and secure and there is no risk of collapse.</li> <li>• They are lightweight.</li> <li>• Ensure the load on the table is suitable. They will not support a person.</li> </ul>			

BUNDANOON SOLDIERS' MEMORIAL HALL			
Activity	<p><b>Using tables and chairs</b></p> <p>There are tables and chairs available for use in the Main Hall and the Supper Room.</p>		
Risk Type (Specific/General)	General		
Hazard/s	<p>Strains Bruises Impact injury</p>		
	Likelihood	Consequence	Assessed Risk
Untreated Risk	Possible	Moderate	Caution
Treated Risk	Unlikely	Minor	Acceptable
Treatment of Risk (Safe Work Method)			
<p>Using the tables and chairs</p> <p>The tables in the Hall and Supper Room are lightweight and easily carried. There is a locking sleeve that MUST be placed in position on both legs. Failure to lock both sleeves fully into position will leave the table in a state that may cause sudden collapse if leant on. This may result in a fall injury to the person, breakages to items and, if the table is being used as a hot drinks station, burns from falling urns. Each table store has a yellow chain with this warning clearly stated on it. (see also the Specific Risk Register)</p> <p>The chairs in the Hall stack and must only be moved using the chair trolley. Chairs are not to be dragged across the parquetry floor. Dragging chairs is a cause of strain injury as well as floor damage.</p> <p>In the Main Hall there are two stacks or nine chairs at the rear of the cupboard with Orange Dots. These chairs have a different stacking profile and must not be restacked with the other chairs, or it will create unstable stacks and possible collapse while moving</p> <p>The chair trolley must be moved carefully, ensuring there are no people are obstacles in the path. Avoid children "helping" as our experience is they race the trolley creating an unintended hazard.</p> <p>The chairs in the Supper Room are in four stacks of eight. They are to be removed one or two at a time and taken to position. They are not to be dragged across the floor. Dragging chairs is a cause of strain injury as well as floor damage. These chairs have yellow dots to identify them. They are not to be taken into the main Hall.</p>			



BUNDANOON SOLDIERS' MEMORIAL HALL			
Activity	<p><b>Using electrical items</b></p> <p>There are powerpoints in the Hall, Supper Room and Kitchens. There are electrical appliances in the kitchen.</p> <p>Electrical appliances may be brought into the Hall for use.</p>		
Risk Type (Specific/General)	General		
Hazard/s	Shock/electrocution Fire Trips and fall		
	Likelihood	Consequence	Assessed Risk
Untreated Risk	Unlikely	Catastrophic	Unacceptable
Treated Risk	Rare	Minor	Acceptable
Treatment of Risk (Safe Work Method)			
<p>Safe use of electrical equipment</p> <ul style="list-style-type: none"> <li>• Not all circuits in the Hall are protected by Residual Current Detectors (RCDs).</li> <li>• Inspect all appliances and leads to confirm there is no damage to cables or connections</li> <li>• Where commercial/industrial appliances are used, they must be tagged to SafeNSW requirements</li> <li>• The load per power outlet is 10 amperes. Do not exceed this rating</li> <li>• Ensure all leads are secured by covers when crossing floors. If practical, a longer cable that can be placed around the side is more suitable than crossing the floor</li> <li>• Use only sheathed extension leads. Unsheathed leads on the female connector are not safe</li> </ul>			