

6986

RISK DESCRIPTION

TREND

CURRENT

RESIDUAL

ARTS - PAC - SOM/CTP - Students/Staff Working after hours and working alone in PAC



Low

Low

RISK OWNER

RISK IDENTIFIED ON

LAST REVIEWED ON

NEXT SCHEDULED REVIEW

Karl Willebrant

01/06/2018

01/06/2018

01/06/2021

RISK FACTOR(S)

EXISTING CONTROL(S)

PROPOSED CONTROL(S)

TREATMENT OWNER

DUE DATE

- a. Reduced capacity to respond to emergencies and evacuations
- b. Unacceptable behaviour by students in practice areas
- c. Working alone in offices (bld 68)
- d. Working alone in offices outside opening hours (bld 68)
- e. Staff/students feel vulnerable or insecure when leaving the library after closing

Control: Move smart and Safety and operational procedures containing after hours procedure manual educational material provided to students on an annual basis.

New staff/students commencing locally trained by the Safety officer on location of emergency exits, emergency red phones, after hours evacuation procedures and how to contact security to assist with evacuations and other emergencies

Tech staff members on duty during opening hours - all have undertaken first aid and mental health training. Security support available 24/7.

After hours bookings sent to Security by 4pm daily. Students/staff should also carry a mobile phone.

Staff check all office areas before closing

Afterhours procedure for building 68 exists in <http://artsonline.monash.edu.au/music/after-hours-procedure/>

Staff aware of the availability of Security to accompany them to the carpark or bus stop when working after hours via signage.

Control: Staff/Students are aware of the contact number for Security 99095095 for assistance or 333 for emergency on all campuses and to ensure they contact Security for escort at any time from work place to travel

	<p>point.</p> <hr/> <p>Control: Phones in all offices/foyers with clear instructions on how to contact security</p>	
<p>Staff/Students could suffer injury or ill health whilst working alone, out of hours. Reduction of emergency assistance and support.</p>	<p>Control: Staff/Students are aware of the contact number for Security 99095095 for assistance or 333 for emergency on all campuses and to ensure they contact Security for escort at any time from work place to travel point.</p> <hr/> <p>Control: Refer to PAC After Hours Procedure http://artsonline.monash.edu.au/music/after-hours-procedure/</p>	
<p>Chair movement manual handling risks.</p>	<p>Control: Chair trolleys provided for ease of moving chairs in stacks of 5 from back stage to stage. Technical staff and Volunteers to move chairs under direction of trained tech staff.</p> <hr/> <p>Control: Appropriate signage in place notifying staff/students of stacking chairs in 5 for storage and trolley transport.</p>	
<p>Awkward movement of pianos with a manual handling risk, potential collision with other pianos/equipment items on floor that could break piano leg or damage piano. Manual handling risk in lifting piano lid (strains, piano moving away if wheels are not locked, causing lid to fall) Impedance of thoroughfare when storing pianos in wing</p>	<p>Control: 2 of the 4 pianos have stage trucks attached which prevent piano from falling and breaking legs during transport. The floor is inspected for hazards (coins, uneven surface, cables etc) before the 3rd piano (without stage truck) is moved. Pianos serviced every 6 months.</p> <hr/> <p>Control: SWI's in place for pianos which detail transport movement of piano and recommended safe usage.</p> <hr/> <p>Control: Staff and students are required</p>	

	to wear closed toed footwear at all times when moving pianos.	
<p>Movement of equipment (chairs, staging, instruments, etc.) by students and staff in preparation/rehearsals for events, practice based studies and performance activities;</p> <p>Movement of equipment (chairs, staging, instruments, etc.) by Students and staff during rehearsal activities</p> <p>General movement of Pianos around stage area;</p> <p>Unloading equipment from vehicles during the use of the loading dock;</p>	<p>Control: Lifting aids are available for the following items: Piano stage trucks for 2 of the 3 pianos;</p> <p>Flat bed trolleys for movement of amps and drums; PA and speakers on trolley; Chair trolleys for orchestral chairs.</p> <p>Trolleys are utilised to minimise manual handling activities. 6 month maintenance check on all trolleys completed by technical staff, with Pianos serviced every six month by external contractor. Faulty items are isolated into Tech Workshop for assessment and repair.</p> <hr/> <p>Control: All items with manual handling risks. 'Move Smart', Safety and Operational Procedures Manual and educational material provided to students on an annual basis.</p> <p>The following SWI`s are in place for safe movement of pianos, hammond organ, cloud:</p> <p>Title: Pianos Title: Cloud Title: Organ Title: Harpsichord</p>	
<p>Electric guitar, keyboard, bass amps and PA. A/V set ups for break out rooms.</p> <p>Potential electrical/fire risks.</p>	<p>Control: Check for test and tag (in date), check all leads for damage before switching power. Check all connections are fixed. Fire extinguishers are accessible.</p> <hr/> <p>Control: Safety and Operating procedures manual outlining safe usage of equipment</p>	
<p>Students using stage area for theatrical based activities, potential slip and trip hazards. Including after hours activities</p>	<p>Control: After hours activities - Students complete an activity plan (risk assessment) outlining their activity with proposed controls. This document is approved by their supervisor/course coordinator or relevant safety officer before access to</p>	

	<p>drama spaces is allowed.</p> <hr/> <p>Control: Technical staff monitor the condition of the staging throughout the semester periods. Clear thoroughfares in place for performers to move around. Stage floor area is painted black twice a year.</p> <hr/> <p>Control: Students trained in their craft by professional staff, with appropriate stretch and warm up exercises before performing.</p>	
--	--	--