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| **Small Sounds Music Education: SAFE WORK METHOD STATEMENT** | | | |
| **Danielle Frank and Caitlin Ni Mhealoid (ABN:** **80 425 228 082)**  Shop 12a, 140 Banna Avenue, Griffith, NSW 2680, 0474 328 911 | | **Work Activity:** | Early Childhood Music Classes |
| **Have workers been consulted about the SWMS?** | Yes | | |

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| **What are the tasks involved?** | **What are the hazards and risks?**  (What is the problem?) | **What are the control measures?**  (Describe the control measures and how they will be used) |
| Think about the workplace and each stage of the work, including preparation and clean-up. | | |
|  | Identify the hazards and risks that may cause harm to workers or the public. | Describe what will be done to control the risk. What will you do to make the activity as safe as possible? |
| **Client Interactions during Music Class** | * Physical/Verbal Abuse towards staff/students * Slip/Fall injury in the workspace * Children climbing on or knocking over furniture * Children and clients accessing other restricted areas of the office space. * WWCC considerations * Client medical needs including anaphylaxis risk | * Annual WHS Office Inspections * Maintain clean and tidy workspaces. * Remove all unnecessary furniture to other areas of the office prior to music sessions. * Monitor the whereabouts of all clients before, after and during classes * Ensure all staff have up to date WWCCs and limit access to office by members of the public other than parents/carers. * Enrolment forms include section for guardians to record client medical considerations. |
| **Operation of Electrical items including Computers/Printers/Instruments and wall sockets** | * Electrocution | * Do not use plant and equipment if power cords are visibly damaged. * All damaged equipment must be immediately removed to the storeroom and management notified. * Damaged equipment should be identified using Hazard Report and bought to the attention of Business Partners before being filed. * Test and Tag static equipment every 5 years. |
| **Lock/Unlock Office Premises** | * Injury/Illness without assistance nearby * Burglary | * Staff to keep premises always locked when they are alone on site. * Staff to always keep a phone with them when they are alone on site. * Keep doors locked when classes are not in session. |
| **Liaise with Clients** | * Physical/Verbal Abuse * Spread of illnesses | * Maintain accurate records by documenting all incidents using the ‘Hazard Report’ and/or ‘Register of Illness and Injury’. * Staff to use ‘strengths-based communication’ when speaking with clients. |
| **Cleaning of Equipment** | * Exposure to chemicals * Spills and slippage * Inadequate cleaning leading to spread of germs | * Chemicals to be kept at heights that are out of reach for young clients. * Child safety locks on under-cabinet sinks. * Up to date SDS available for any hazardous chemicals. * Clean up liquid spills immediately. * Wear gloves when sanitising musical instruments. * Always follow sanitation procedures. * Sanitise any instruments that have been “mouthed” immediately after each use. |
| **Using musical instruments** | * Small parts may dislodge and become choking hazards * Sharp edges causing lacerations * Trips and falls * Dropping large instruments on feet | * Purchase child safe versions of each instrument whenever possible. * Warn parents about risks associated with use during the instructions for relevant activities. * Check instruments regularly to ensure they remain in good condition and repair or dispose of risky items as necessary. * Clear the floor of used items between each activity. * Do not allow clients to assist with moving furniture or heavy instruments. * Monitor clients and provide feedback about correct use of instruments. |
| **Driving and Transportation of Equipment** | * Road accident * Lifting related injuries | * All drivers must be licenced and follow road rules. * Drivers must not be under the influence of alcohol or other drugs. * When lifting heavy objects, follow safe lifting procedures. * Do not over pack vehicles. * Drivers are to ensure that they are not fatigued. |
| **Delivering off-site music classes in Daycare centres and Preschools, and community events** | * Exposure to unassessed risks * WWCC considerations at events which are open to the public * Theft of and damage to equipment | * Visually assess off-site workspaces to identify risks within the physical space. * Do not leave equipment unattended. * Monitor public interactions to ensure proper use of equipment. * Monitor public interactions for persons who may pose child safety risk. Report suspected persons to police. * Conduct equipment inventory before and after each off-site event. |
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