|  |
| --- |
| **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 |

|  |  |  |
| --- | --- | --- |
| **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.
 |
|  |  |  |
|  |  |  |
|  |  |  |