



## BUDERIM HISTORICAL SOCIETY

### HEALTH AND SAFETY PLAN

To provide and maintain a safe environment for visitors, volunteers and staff who work or access the buildings and grounds of Pioneer Cottage (incl. Slab Hut and Toilet Block) and Vise House.

#### **Aim:**

To provide details of safety measures to ensure, as far as is reasonably practicable, the health and safety of persons utilising these buildings and grounds.

#### **Categories:**

##### **Personal Safety**

Accident insurance is provided for volunteers and visitors.

Emergency (Police, Ambulance, Fire Brigade) contact number is readily accessible in case of suspicious /threatening behaviour, bomb threat, sudden severe illness or fire.

CCTV monitoring is operational.

Accident/incident notification procedure is documented

- Who to contact
- Where to access an Accident/Incident form.
- What to document
- Where to locate first aid equipment
- Management of incident and prevention strategies

The risk management plan for the COVID-19 pandemic is implemented and reviewed monthly to provide a safe working environment for volunteers.

'No Smoking' signs are clearly visible to each entrance gate.

##### **Fire Safety**

Fire exits are marked.

Evacuation Signs and Diagrams are clearly visible.

Volunteers and staff know what to do in case of fire, able to locate fire extinguishers and operate same.

Equipment is checked by Fire Brigade 6 monthly.

Emergency Assembly Area is clearly identified.

Please refer to separate Fire and Evacuation Plans for procedures for Pioneer Cottage and Vise House.

##### **Evacuation procedure**

Person on duty ensures all volunteers visitors and workers have removed themselves from the building and meet in the designated Emergency Assembly Area on the lawn outside the fence at the rear of Pioneer Cottage, between the Cottage and Vise House. In the event of a bomb threat, do NOT evacuate to the Emergency Assembly Area but to an alternate safe location decided by the person in charge. A 'Bomb threat' checklist is available near the telephones in both Pioneer Cottage and Vise House for volunteers to use.

## **Electrical Safety**

Safety switches are installed.

Extension cords, power boards are used only when necessary and preventive measures in place to avoid trips and falls.

## **Access to buildings**

Gates, handicapped parking bay, ramp and doors are free from obstruction.

Garden hoses are stored to prevent a tripping hazard

There are railings on all internal and external stairs.

## **Hazard/Risk identification and Management**

Safety inspections are:

- carried out 4 monthly,
- documented, and
- outcomes reported to the Management Committee for resolution.

Volunteers are encouraged to identify hazards to ensure prompt remediation.

The Risk Management Plan for the COVID-19 pandemic is implemented and reviewed monthly by the BHS Management Committee. Please refer to the BHS COVID-19 Risk Management Plan.

## **Disaster Preparedness Plan (e.g. fire, cyclone, severe storm)**

Please refer to the BHS Disaster Preparedness Plan.

## **Hazardous substances**

Are identified, listed and stored securely in a box attached to the Toilet Block wall.

## **Provision for Information /training**

Individual responsible for Health and Safety have undergone training.

Plan is read and signed by all volunteer staff (See attached Sheet).

Fire and Evacuation training is conducted annually for volunteers.

May 2015, Revised May 2017, April 2018, April 2019, May 2020, November 2021