Working Bees

A checklist of facilities, fixtures & fittings to check as part of an a working bee

Introduction

FIRE

Pony Club grounds will have clubrooms, kitchens and other buildings accessed by members, volunteers and contractors. These buildings need to be kept clean and in a safe manner to reduce the incidence of fire. Contact your local council to come out and provide a (free) inspection of your clubrooms and related buildings. The inspector will be able to:-

- ✓ Holistically inspect the property and provide advice related to fire
- ✓ Provide advice on the type of fire extinguishers and their placement, and where to get maintenance and training to use
- ✓ Provide advice on other fire safety related aspects e.g. fire blankets, reducing fuel loads, exit signs
- ✓ Check to see if a fire escape plan is clearly displayed with key persons knowing how to activate the plan. It must be practiced at least once per year (this is law)
- ✓ Suggest where smoke alarms need to be installed. A reminder that batteries changed and the alarm cleaned every 6 months (with the brush attachment on a vacuum cleaner)- even wired alarms need checking, which also have a back-up battery
- ✓ Alarms older than 10 yrs need to be replaced. Replace old smoke alarms with hard-wired, interconnected, photo-electric smoke alarms
- ✓ The earth leakage circuit breaker should be inspected periodically
- ✓ Does your club work with others in the community to prepare for bushfire survival?

Working Bee Checklist

How long has it been since an inspection has taken place by a professional fire officer (from Council or other authority?) Perhaps book one today!
Is there a fire escape plan clearly displayed for all users of the building to see?
Has the Fire Escape Plan been practiced in the last 12 months?
Is the emergency collection point clearly identified?
Are all extinguishers stamped with the last date of service and clearly signed?
Test the smoke alarm (using the manual button) clean & change batteries
If the smoke alarm is of unknown age or older than 10 yrs. arrange replacement
Is the club location clearly identified with the new Roadside Numbering System?
All fire related signage. Replace missing or faded signs
All power cords are not frayed or damaged, including those in storage
No power cords have to run under carpets/rugs or have items on top of them
No power points are overloaded. If more than one cord is to use a power point then a power board with an overload switch needs to be used
A telephone tree exists amongst members to support bushfire survival?
Can fire-fighting appliances readily access the property, are water points identified?

Contacts:

SA Metropolitan Fire Service **http://www.mfs.sa.gov.au**

99 Wakefield Street, Adelaide SA 5000 GPO Box 98, Adelaide SA 5001
Tel: 8204 3600 Fax: 8204 3675 Email: enquiry@samfs.sa.gov.au

The SA Metropolitan Fire Service is available to do free visits with a fire truck & educational talks to community groups of 15 people or more. Their website has brochures & info to download.

Country Fire Service **http://www.cfs.sa.gov.au**

The CFS has an extensive community education program and information on their website. There is a lot of general information which is useful for clubs. The Community Education Program is available to come and do free talks to groups.

http://www.cfs.sa.gov.au/site/prepare_act_survive_2012/community_programs/strategies_for_community_groups.jsp

Photos to be inserted

Electrical Safety

Pony club grounds & buildings need to be checked to ensure that all people are safe from electrical risks, both during regular rallies and for events. Only licensed or registered electricians carry out electrical work including ensuring power circuits are protected by the appropriate rated fuse or circuit breaker to prevent overloading.

General safety rules must be enforced by the club

- ✓ Ensuring a qualified electrician inspects power points, leads and safety switches
- ✓ Inspecting leads before use
- ✓ Tag and test" all power cords and have outlets & "safety switches" (RCDs) are regularly tested by a qualified electrician. Your electrician can advise on how often based on use and other factors. Testing must take place at least every 3- 5 years.
- ✓ Requiring all leads brought onto the grounds are also tested
- ✓ Not using leads and tools in damp or wet conditions unless they are specially designed for those conditions
- ✓ Using battery powered tools instead of mains operated where possible
- ✓ So far as is reasonably practicable arranging electrical leads so they will not be damaged:
    - o not running leads across the floor or ground, through doorways and over sharp edges
    - o using lead stands or insulated cable hangers to keep leads off the ground/overhead
    - o using cable protection ramps or covers to protect cables and cords, where applicable

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Inspect all power cords and remove any that are damaged

Inspect all tags on all power cords for date of last test

Arrange for cords, safety switches & power points to be checked by a qualified electrician if due

Review how all electrical leads are used (see list above) and make changes as needed

Are there enough socket outlets to meet the club requirements?

Further information can be found on http://www.safeworkaustralia.gov.au

FIRST AID

First aid facilities need to meet the types of emergencies that may arise.

This includes

- ✓ First aid kits (larger kits, within 100 m of an activity) and smaller portable kits (to take out on rides)
- ✓ Advice has been received on the contents of a first aid kit to suit the number of people it is expected to treat, types of injuries expected
- ✓ Signage to clearly identify where the first aid kit is stored
- ✓ Signage to write on who is the first aid officer for the day
- ✓ A private / screened area for people to be treated for first aid or wait for an ambulance
- ✓ Reliable communication is always available, even if this involves purchasing/hiring a satellite phone

Also consider

- ✓ Having written instructions ready by the first aid kit giving directions on how to access the club. An ambulance can respond more quickly if directions are clear.
- ✓ A plan of how an ambulance can easily access all parts of the venue where people are expected to be (including riders out on a course) e.g. separate entrance, separate parking and a way for clearly accessing/egression of main areas.

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The contents of the first aid kit have been checked to see all are present and not out of date

A person has been appointed to regularly check the first aid kit throughout the year and is responsible for restocking

First aid storage area is clearly signed

Emergency contact details for all key agencies are clearly displayed and updated if necessary e.g. Poisons information

A register of all club persons with up to date First Aid training is kept

First aid training is arranged for new or renewing club volunteers

Reliable communication is available to call for emergency services

KITCHEN SAFETY

The kitchen is an important part of club operations. A well organised kitchen will keep food safe, drinking water cool and volunteers safe.

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Slip & trip hazards have been identified and fixed
Work benches are at the right height. No cluttered work areas
Trolleys & trays are available to carry items
Heat resistant gloves are available to use
Aprons are available to use, to protect from splash burns
Good ventilation & light is available
Products are available that clean grease & oil from the floor
Knives are kept sharp and stored safely
All appliances are in good working order & have safety switches
Signs are available to warn of hot equipment
Electrical & Fire safety checks are made (refer to separate lists)
Gas equipment is located in a separate area
A written drill exists in the case of a gas leak
Check fridge door seals, clean coils at back with a vacuum
Test the temperature of the fridge (in built thermometers may not be accurate)
An up to date list of persons who have food safety training is kept
Check the inside temperatures of your fridge and freezer. Fridges should be between 3°C and 5°C and freezers between -15°C and -18°C. If you don't have a thermometer you can borrow one in the Home Energy Toolkit, which is available free of charge from most public libraries.

Websites

Food Safety Information Council	http://www.foodsafety.asn.au
Food Safety Index to Fact Sheets (SA)	http://www.health.sa.gov.au/pehs/food-index.htm

SAFETY DATA SHEETS (Previously Material Safety Data Sheets)

A **safety data sheet** (**SDS**) is an important part of providing a safe place for members and volunteers to work. The SDS provides people with procedures for handling or working with about a hazardous chemical (which may be a hazardous substance and/or dangerous good) in a safe manner, and includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill-handling procedures.

The SDS need to be easily accessible. Sheets printed out and placed in a folder in alphabetical order is a common method used.

It is suggested that a club comes up with a list of "preferred products" and these products have their SDS stored in a folder on site. When it comes to replacing products, then the same brand is purchased again. If a new product is purchased then the SDS will need to be added to the SDS folder.

Remember many household products and veterinary products have Safety Data Sheets.

How to Make a SDS Folder

Set up an excel spread sheet entered with every chemical to be kept on the club grounds along with the manufacturer
Arrange the spread sheet with the common name of the product in the first column.
The sheet can be printed out when completed and act as a table of contents
Search on the Internet for SDS via the manufacturer or point of sale
Print out the Safety Data Sheet for all the products
Arrange in the folder alphabetically and place the folder in an easy to access place
A new Safety Data Sheet has to be printed for each new product purchased

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Inspect the clubrooms, sheds and other storage areas on site for hazardous products
There should only be products/chemicals on site that have a Safety Data Sheet
Identify if new Safety Data Sheets are required to be added to the SDS folder
Remove products that are not used, out of date, leaking or not able to be safely stored
Chemicals & hazardous goods kept on site must be stored, transported or disposed of safely & according to instructions provided by the manufacturer and by law

GENERAL FACILITIES

Working Bee Checklist

1. Consultation	Yes	No
- have members been consulted about the facilities and any changes?		
- Is a sign available for the safety officer for the day to be made known?		

2. General condition of the grounds & buildings.	Yes	No
- Are the grounds in good order? Level (no serious potholes)		
- Dry (no wet or boggy patches)?		
- Trimmed (no long grass, overhanging bushes, dangerous trees)?		
- Clean (no junk or waste present)?		
- Are the grounds clear of any dangerous or obscure objects? e.g. wire		
- Boundary (Perimeter) fences and gates are in good order		
- Hazards for small children are identified e.g. dams (drowning) these need to be signed and/or access fenced off		
Slip and trip		

2. Car & float parking arrangements	Yes	No
- Access & egress from the grounds is adequate		
- Identified area for parking by people with a disability		
- Parking for spectators, officials is separated from the horse float parking area?		
- Parking area for horse floats is of adequate size and separated from other areas		
- Have these areas been clearly identified?		

3. Safe pedestrian access	Yes	No
- Access to/from the carpark?		
- Are ground conditions okay? (level, dry and free from tripping hazards, also independent from the main vehicle traffic flows)?		

- Is sign posting adequate (including “danger” warning)?		
- If turnstiles or gates are in use, have they been inspected for mechanical damage, sharp edges, etc?		
- Are pedestrian areas safe for all classes of persons expected to attend the event (very young, very old, disabled)?		
- Shade and shelter available for eating food, taking breaks & for spectators		
- Viewing area for spectators is clearly identified and separated from horse activity		
- Safe and secure holding or tie up provision provided for horses?		

4. Fixtures & Fittings	Yes	No
Building doors and windows all work adequately		
Fridges, microwaves and other appliances used to cook, cool or store food are clean and in good working order?		
Fans, heaters, urns, air conditioners and other appliances in good working order?		
All furniture is in good repair and suitable for its purpose		
Lighting, ventilation is checked		
Slip & trip hazards identified and fixed e.g. loose carpets		
Items are safely stored. Step stools available if stored at height		

5. Toilet & related facilities	Yes	No
- All toilet/shower plumbing, electrical, light & ventilation is in good order		
- Soap and other hygiene products regularly changed over		
- Rubbish bin & sanitary napkin disposal options available		
- Hand drying options, other than towels, are provided		
- Hand washing facilities provided in other key areas e.g. near kitchen/canteen? And are separate facilities not expected to be used for any other purpose		
- Signage encouraging washing of hands is displayed		
- Toilets are cleaned/checked regularly		
- Plenty in stock of all items needed to restock & clean toilets		

6. Stands and Temporary Structures	Yes	No
- Are structures in good repair, stable and safe to occupy?		
- Are the approaches, ramps, steps etc, firm, clean and non slip?		
- Are handrails provided?		
- Have hazards recognised from previous events been corrected (loose boards, slippery floors, inadequate guard rails etc.)?		
- Is there any loose iron or other projections liable to injure, or cause damage to a motor car or other property?		
- When star droppers are used it is advisable that they are capped.		

7. Animal Access and Control	Yes	No
- Are arrangements for hitching, grooming, feeding etc, safe for riders and for spectators? (Note: In a crowd a loose animal towing broken hitching timber can be lethal to itself and to bystandard. The club is responsible to check the condition of fixtures)		
- Has provision been made to ensure loose stock is not in the vicinity of riding areas?		
- Is drainage adequate to prevent mud patches forming in pedestrian areas?		
- Are there strict rules (& signage) that dogs must be on a leash at all times at Pony Club fixtures?		

9. Fixtures for use in events	Yes	No
- Have jumps been inspected for safe approach and landing areas and been built to a standard conforming with international standards of safety for course design?		
- Is timber in good repair no broken or splintered rails)?		
- Do rails fit cups in such way as not to jam?		
- Are cups of standard design and undamaged? (Not too deep or too tight to be an illegal design.		
- Have barrels, drums etc all been inspected to repair damage or sharp edges?		
- Are loading races of adequate design and in good repair?		
- Are all fixtures painted for good visibility?		

Annexures

Hazard risk assessment

Hazard log sheet