



Safe Work Method Statement

Name of Contractor responsible for compliance with SWMS:	Cathrin Blicking, James Masefield	Date:	01 January 2018 – 22 December 2018
Company name:	EAGLES NEST THEATRE COMPANY	Workplace location:	Performance Venue
High risk job description	Low Risk	Completion of Confined Space Entry Permit?	Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/> (n/a should only be selected when not working in a confined space)
Personal Protective Equipment (PPE) required to complete the job		Not Required	
What are the tasks involved?	What are the hazards and risks?	How will hazards and risks be controlled?	
Arrival by transportation.	<ul style="list-style-type: none"> Proximity to roads and traffic. Pedestrians, including school children, contractors, staff and parents. Moving or parking on site. 	<ul style="list-style-type: none"> Eliminate multiple vehicles access to school. Confirm all pathways and access information to school. Eliminate entry during peak traffic times (where possible). Use of barriers and markers where required.	
Meet and navigate around school.	<ul style="list-style-type: none"> General exposure to building hazards and traffic. 	<ul style="list-style-type: none"> Ascertain correct check in procedures and obtain information from school about possible conditions prior to activity. Organise to be meet and chaperoned around site by school representative. Contractors to stay together and walk in a calm and steady fashion. 	


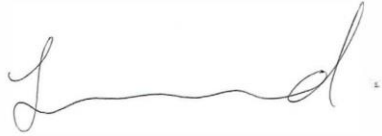
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<p>Set up working space (performance space)</p>	<ul style="list-style-type: none"> • Light Manual handling. • Working in an unfamiliar space. • Risk of stuck items and other general building condition dangers. • Slips, trips and falls. 	<ul style="list-style-type: none"> • Insure correct handling procedures are used by all contractors. • Discussing the risk factors with school representative. • Have a school representative in close proximity to working space at all times as a guide and also to point out risks. • Remove, protect or mark out objects that have 'struck' potential. • Clear all access routes of materials and objects. • Check all leads are covered or kept clear of ground level. • Check, prepare and clean area of any potential slip materials. • Wear appropriate footwear where appropriate.
<p>Entrance/Exit of audience (students)</p>	<ul style="list-style-type: none"> • General traffic 	<ul style="list-style-type: none"> • Make sure exit is conducted in a coordinated, calm and steady process. • Use of school representatives to supervise exit. • Check areas are free and clear of objects.
<p>Presentation of workshop</p>	<ul style="list-style-type: none"> • Working in an unfamiliar space. • Risk of stuck items and other general building condition dangers. • Slips, trips and falls. 	<ul style="list-style-type: none"> • Insure correct handling procedures are used by all contractors. • Discussing the risk factors with school representative. • Have a school representative in close proximity to working space at all times as a guide and also to point out risks.

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		<ul style="list-style-type: none"> Remove, protect or mark out objects that have 'struck' potential. Clear all access routes of materials and objects. Check all leads are covered or kept clear of ground level. Check, prepare and clean area of any potential slip materials. <p>Wear appropriate footwear where appropriate</p>
Pack up after completion	<ul style="list-style-type: none"> General traffic Light Manual handling. 	<ul style="list-style-type: none"> Make sure exit is conducted in a coordinated, calm and steady process. Use of school representatives to supervise exit. Assist students when necessary. Check areas are free and clear of objects. Remove, protect or mark out objects that have 'struck' potential. Clear all access routes of materials and objects. Use correct handling procedures to lift and pack away items. Check, prepare and clean area of any potential slip materials. Wear appropriate footwear where appropriate.
Exit through school	<ul style="list-style-type: none"> General exposure to building hazards and traffic. 	<ul style="list-style-type: none"> Organise to be meet and chaperoned around site by school representative. Contractors to stay together and walk in a calm and steady fashion.

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Transportation	<ul style="list-style-type: none"> • Proximity to roads and traffic. • Pedestrians, including school children, contractors, staff and parents. • Moving or parking on site. 	<ul style="list-style-type: none"> • Eliminate multiple vehicles access to school. • Confirm all pathways and access information to school. • Eliminate entry during peak traffic times (where possible). <p>Use of barriers and markers where required.</p>	
Sign off	Name	Signature	Date
<p>I have provided site specific risk controls to manage the hazards identified above and will comply with the controls listed above.</p>			
Contractor:	James Adler (on behalf of Eagles Nest Theatre Company)		07/02/2018
<p>I understand the risk controls listed above to be implemented to manage the identified hazards associated with the works to be undertaken.</p>			
Workplace Manager and/or Management OHS Nominee:	James Masefield		07/02/2018



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