

12 November 2007

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Dear Daniel

### American River Community Hall

As requested I reviewed the Shannon Architects report and inspected the American River Hall with Cristian Barrios on 25 September 2007.

It was indicated that the hall:

- Is used regularly by a couple of small local groups
- Is used occasionally for meeting and functions,
- Has minimal catering from the kitchen (except tea and coffee)
- Stage area is rarely used
- Asbestos has been assessed
- Has no change in usage is envisaged in short term

It is noted that Shannon's report is based on bringing the building up to current building requirements for new buildings. My inspection of the building only identified safety issues that require corrective action and are identified below. The structural integrity, enclosed spaces of the building were non inspected.

The safety issues identified do not require major building modifications/renovations. Given this, Council's Building Inspectors may be able to advise if :

1. Building Code of Australia requirements apply, and therefore if any or all of the modifications identified in Shannon's report are required, e.g. disability requirements and the amenity replacement issues.
2. The building can continue to be used for current use/activities with only the safety issues identified in this report corrected.

Based on the hall's unchanged ongoing usage and the below safety issues addressed, I have started the Risk Register section of the attached risk assessment (See attachment 1). Council staff will need to complete, and add to if required, the Risk Register section, and complete Risk Treatment Schedule and Plan section. Then on an ongoing basis, at least annually, the completed risk assessment will need to be reviewed, changed, added to due to any usage changes, building maintenance / modifications or new legislative requirements.

There may be additional hazards / risk and areas for improvement identified by Council after reading this report and/or completing the attached risk assessment. As with all

council facilities, there needs to be a regular documented inspection and maintenance program to ensure the early identification and management of hazards.

Ultimately, it is council's responsibly to ensure that risks have been identified and appropriate corrective actions are determined and implemented.

Please contact me if you require any further information or clarification on the issues raised in this report.

Yours sincerely,

*Brad Briggs*

Brad Briggs  
Regional Risk Coordinator  
Hills and Southern Area

12/11/2007

Date

Safety Issues Identified



Front entrance – Ensure doors are structurally sound and weather proof. Replace door handle to comply with Emergency Exit door handles.



Front Door (inside) - Replace door handle to comply with Emergency Exit door handles.



Side doors - Ensure doors are structurally sound and weather proof. As an interim measure assess the suitability and legality of providing a disability access ramp to a side door.



Rear door - Ensure the door is structurally sound and weather proof.



Flooring - Repair or replace vinyl floor covering, and install weather strip to door to prevent storm water from running under the door.



Side Emergency Exit Doors - Remove the rope from door push bars, inspect and service/repair Emergency Exit Doors and push bar mechanism to ensure the doors are able to be easily opened with minimal force.



Rear stairs – Ensure stairs comply with Building Code of Australia or relevant Australian Standards



Side Emergency Exit Doors – Repair doors and make weather proof.



Electrical – Ensure Residual Current Devices protect all power points, and electrical equipment / appliances are tested annually by an electrician.



Asbestos Register – Ensure the Asbestos Register is located on site, and the register and asbestos products reviewed annually for changes / deterioration.



Hazardous Substances – Maintain a site Hazardous Substance Register with completed risk Assessments and advise building users of the location and contents of the register. Substance quantities to be rationalised to be stored appropriately.



Under stage area – Remove items. This should not be used as a storage area for fire prevention and manual handling issues. Access doors to the area should be locked, and the area assessed against confined space requirements and managed appropriately.



Stage Stairs – Install a handrails fixed to the wall, and non slip tread nosing to stair treads to both sets of stairs.



Kitchen – Suitable for making tea & coffee, not suitable for the preparation of food / meals for functions, parties, etc.



Emergency Exit – Remove the timber partition from in front of the front emergency exit door.

Hall Area – Ensure the regular inspection, cleaning and maintenance of area.



Emergency Procedures – In addition to the above signage, develop and display emergency evacuation procedures and plans.



Timber Windows - Ensure windows are structurally sound and weather proof.



Exterior – Repair or replace broken battens.



Toilets – Remove trip / fall hazards in adjacent area and pathways, repair broken windows, identify and resolve the source of flooding on the floor, ensure external lighting is available to illuminate the pathway from the hall at night. Should the toilets be developed to include a disability toilet, ensure pathways have the correct width and fall.



Skylight in toilets – Replace broken sheeting And install wire mesh under the sheeting to prevent a person falling through.



Urinal - Ensure compliance with relevant standards if any. Consider the possibility of turning into a disabled toilet.

## Attachment 1 – American River Hall Risk Assessment

### Risk Matrix

**Table 1 Consequence Rating - Qualitative measures of consequence or impact**

Level	Descriptor	Example detail description
1	<b>Insignificant</b>	No injuries, insignificant damage, minimal financial loss, no impact on staff, no impact on program or activity and confined to a very small number of clients/others, no breach of OHS&W legislation or penalties, compliance with WorkCover Standards, no adverse external criticism or media coverage.
2	<b>Minor</b>	Minor physical/psychological injury, first aid treatment or minor medical treatment by GP Emergency Department or Out Patient, internal defusing or minimal external debriefing, minor property/ equipment damage, small financial loss, incident immediately contained using established procedures/practices, small impact on program or activity and confined to a minority of services/clients/others, minimal external criticism directed at staff/managers, minor breach of OHS&W legislation with no penalties, minor non-compliance with WorkCover Standards, no adverse media coverage, minimal impact on staff/others, clients or overall morale.
3	<b>Moderate</b>	Moderate physical/psychological injury, medical treatment required by Emergency Department, In Patient and/or specialist, external debriefing, moderate property / equipment damage, moderate financial loss, incident contained with outside assistance, moderate impact on programs activities & clients, some external & internal criticism directed at staff/managers or directors by clients, stakeholders, breach of OHS&W legislation with \$ penalties, non-compliance with WorkCover Standards, small amount of adverse media coverage, minor embarrassment to council, impact on staff/others noticeable, degree of change in morale.
4	<b>Significant</b>	Extensive physical/psychological injuries which may result in death, loss of production capability, incident contained with outside assistance, major financial loss, programs and activities reduced or suspended, serious internal/external criticism directed at directors/executive by key stakeholders, multiple breaches of legislation with large \$ penalties, major non-conformance with WorkCover Standards, adverse media coverage, embarrassment to council, substantial impact on many clients/staff, staff moral and performance affected, measurable increase in stress related issues.
5	<b>Catastrophic</b>	Death/s, incident with detrimental effect, programs and activities stopped/closed permanently, huge financial loss, possible abolition of the service, dismissal of manager / director / CEO, significant impact on staff through miss management, significant adverse media coverage, multiple breaches of legislation with maximum \$ penalties, major non-conformance with WorkCover Standards, embarrassment to council, significant impact on staff morale and psychological well being.

**Table 2 Likelihood Rating - Qualitative measures of likelihood**

Level	Descriptor	Description - The event:
A	<b>Almost certain</b>	Is expected to occur in most circumstances
B	<b>Likely</b>	Will probably occur in most circumstances
C	<b>Possible</b>	Might occur at some time within this council
D	<b>Unlikely</b>	May have occurred at some time elsewhere in council or other councils
E	<b>Rare</b>	May occur only in exceptional circumstances

**Table 3 Level of Risk - Qualitative risk analysis matrix**

Likelihood		Consequences				
		Insignificant 1	Minor 2	Moderate 3	Significant 4	Catastrophic 5
A (Almost certain)	5	H 5	H 10	E 15	E 20	E 25
B (Likely)	4	M 4	H 8	H 12	E 16	E 20
C (Possible)	3	L 3	M 6	H 9	E 12	E 15
D (Unlikely)	2	L 2	L 4	M 6	H 8	E 10
E (Rare)	1	L 1	L 2	M 3	H 4	H 5

### Legend

- E - Extreme risk:** Immediate action by Executive and outcome required
- H - High risks:** Director attention needed with an outcome within 1 month
- M - Moderate risk:** Individual supervisor/manager responsibility assigned with outcomes specified in defined timeframes
- L - Low risk:** Manage by routine procedures

### RISK CONTROL - HIERARCHY OF CONTROLS

The objective is to eliminate or minimise the risk. The categories below are the required control options to be applied in descending order.

- 1 **ELIMINATION** - Complete removal of the risk of exposure to the risk e.g. remove the problem/process.
- 2 **SUBSTITUTION** - Involves replacing the plant, equipment, substance or work process with one with less risks.
- 3 **ENGINEERING CONTROLS** - May include: barriers, redesigning/re-engineering the place, fixing guards, or maintenance to minimise exposure to risks
- 4 **ADMINISTRATION CONTROLS** - May include: introducing new work practices, policies, placing signs, training and operating procedures.
- 5 **PERSONAL PROTECTIVE EQUIPMENT** - The use of safety shoes, goggles, respirators, protective suits, gloves etc. are the least effective method of control but are sometimes used to assist in protecting employees from risks to health & safety.

# Risk Register

## Function/activity American River Hall

Compiled By Brad Briggs, Regional Risk Coordinator

Date October 2007

Ref	The risk: What can happen and how it can happen	<u>Consequences</u> (What will happen)	<u>Likelihood</u> (How often has it happened or will it happen)	Existing controls and their Adequacy	Consequence rating	Likelihood rating	Level of risk	Risk priority
1	Trips, slips & falls associated with the front, rear and stage steps, and external pathways.	Injuries associated with falling on level surfaces or down stairs	Has been know to happen at other councils facilities, walkways, pathways	Regular inspection and maintenance of steps & pathways by council staff.	Moderate	Possible	H 9	3
2	Storage and handling of on site substances.	<ol style="list-style-type: none"> <li>1. Spillage of substance</li> <li>2. Unable correctly identify substance</li> <li>3. Lifting heavy containers</li> <li>4. No first aid, medical treatment, PPE, handling, storage usage information</li> </ol>	<ol style="list-style-type: none"> <li>1. Known to have occurred when handling large containers</li> <li>2. On old containers or where the label has been damaged</li> <li>3. Known to have occurred when handling large containers</li> <li>4. Known to have happened when no MSDS available</li> </ol>	No Hazardous Substances Register or MSDS's on site. Unable to identify if staff have had Hazardous Substance Training	Moderate	Unlikely	M 6	4
3	No heating or cooling to provide thermal comfort inside hall in hot or cold weather conditions	Hall users being hot or cold	Weather dependant	Users can decide if they want to use the hall on the day, or to continue to use the hall during an event.	Minor	Unlikely	L 4	5
4	Access by hall users to external toilets when raining	Becoming wet	Only when it rains constantly with no breaks in rain	None by council, up to individual hall users to wait or use umbrellas	Insignificant	Unlikely	L 2	6
5	Not enough toilets as required by the Building Code of Australia	Queuing, Embarrassment	For large groups it would be a problem	Small group usage No change in hall usage envisaged	Minor	Rare	L 2	7

Ref	The risk: What can happen and how it can happen	<u>Consequences</u> (What will happen)	<u>Likelihood</u> (How often has it happened or will it happen)	Existing controls and their Adequacy	Consequence rating	Likelihood rating	Level of risk	Risk priority
6	Access to and use of the toilets by the general public, possibly compromising the safety and security of hall users when accessing and using the toilets	Inappropriate behaviour Sexual intimidation / assault	Not know to have happened with these toilets. Has been know to have happened in other council areas toilets	No provision for, or locked external door doors on toilet block	Significant	Rare	H 4	1
7	No designated car parking area only on the street or open grassed space, resulting in possible trips, slips & falls associated with undulating and weather effected ground surfaces.	Injuries associated with falling on level surfaces	Has been know to happen at other similar areas	Regular inspection and maintenance of grassed area by council staff.	Moderate	Possible	H 9	2
8	No disability or pram access to hall or toilets	Persons using a wheelchair, walking frame, etc, or pram etc, will not be able to, or have difficulty in gaining access to these area.	<i>Council staff will need to answer this section</i>	Manual handling of wheelchairs, prams through hall front or side doors, and to / through toilets and doors	Moderate	<i>Council staff will need to answer this section</i>	<i>Council staff will need to answer this section</i>	<i>Council staff will need to answer this section</i>

