



BALLARAT
UNIVERSITY OF THE THIRD AGE

BLAKE GORDON MANUAL ARTS WORKSHOP (*‘the Workshop’*)

Operating and Health and Safety Manual

Document Information

Associated documents

U3A Ballarat Code of Conduct
U3A Ballarat Privacy Policy
U3A Ballarat Incident Report Form
U3A Ballarat Risk Management Policy
U3A Ballarat Risk Management Procedures for Indoor Classes (not the workshop)

Distribution

Annually	All current BGMAW class members
Ongoing	All new class members upon enrolment
An up-to-date paper copy is permanently located in a red folder along with incident report forms on the bench adjacent to the lounge seating area	

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Introduction

The Blake Gordon Manual Arts Workshop (**the Workshop**) is a U3A Ballarat facility located on a site generously provided by Department of Education at the Ballarat Specialist School Farm Senior School campus, 800 Norman Street, Invermay Park.

The building was constructed by U3A Ballarat with support from Federal Government funding, materials and professional assistance from the community, and fitted out by a dedicated team of U3A Ballarat members.

Naming

Over many years U3A Ballarat member Blake Gordon demonstrated a leadership role in locating and negotiating a suitable site, identifying suppliers and managing the construction of the workshop. When the structure was completed, he supported the fit-out team of U3A Ballarat volunteers, organised tradespeople, liaised with building surveyors and continues to liaise with the school management.

The fit-out team, under the leadership of Stephen Walsh was comprised of seven U3A Ballarat members from various backgrounds with a diverse set of skills, completed the work in 2024. David Moyle, Master Builder, supported the team with professional assistance and advice throughout the fit-out.

Purpose

This manual sets out the policies and procedures associated with the operation of the workshop.

Objectives

The workshop supports the objectives and values of U3A Ballarat that are outlined in its policies and associated documentation. In addition, the workshop will:

- Create a safe working environment
- Respect the rights and decisions of the participants
- Respect the diversity of opinions
- Identify and manage risks to participants

Daily Arrangements

Parking	Use only designated parking spots along the drive in the marked locations. If these are full use the spaces on the gravel behind the café parking and as a last resort the other spaces near the brown building.
Vehicle movement times	Due to student safety concerns U3A Ballarat members cars are NOT to move vehicles during student drop off and pick up times: Morning: 8:30 - 9:15 Afternoon: 2:30 - 3:15
Exceptions	If you unexpectedly need to leave during these times, you should contact the Farm Traffic Manager, if on duty. If you want to visit the café after class move your car to the designated café parking area to allow incoming class members to park.

Access to the workshop

The pedestrian access to the workshop is via:

- The left-hand side of the café.
- The right-hand side of the main (brown brick) building.
- You may need to consider using a hand truck / trolley to carry heavy tools or project work.
- A large trolley is available in the workshop for bulky/heavy items.
- The gates at each end of the workshop area must be closed at all times as the Specialist School students are taught to respect a closed gate.

Keys

- Tutors have access to workshop keys.
- If needed in an emergency a spare key can be obtained from the Lock Box on the door, as well as at BNCC office – during office hours (Tues 10:00 – 12:00, Wed & Thu 10:00 – 2.00).

Food and drink

- Consumption of the tap (tank) water from the tank is not advised so class members are encouraged to bring their own water bottles. Water is available from:
 - A **Choose Tap** drinking fountain located at corner of the green shed closest to the carpark. BYO water bottle.
 - From the water station adjacent to the drinks fridge in the café
- Tea, coffee and milk are supplied by U3A Ballarat.
- Write the date opened on milk cartons with a marker.
- A member is appointed to arrange for supplies to be refreshed (generally from stock at BNCC).
- Biscuits are a class responsibility and must be stored in sealed containers.

FARM Training Café

U3A members are encouraged to make use of **the FARM Training Café**. The workshop kitchen environment is not conducive to bringing your own food.

The cafe is a training environment for Specialist School students and is staffed by volunteers. Please recognise this, support and respect the students and the staff.

Hours	Monday – Friday 9.30 - 2.00
Avoid	10:00 - 10:30 - when students put in their lunch orders 1:00 - 1:45 – staff lunch break.
Consider	Ordering coffee/tea early in the morning, ready to pick up after 10:45
Please	In addition to name tags being compulsory for all U3A Ballarat classes they should also be worn in the café so the staff recognise us as customers who have limited time to wait and not seated in the cafe. Name tags will also demonstrate to Farm management that we are actively supporting the café and its objectives.

FYI, the Farm Op shop is located in a green shed adjacent to the carpark and is open until 2.30

Maintenance

- Cleaning is the responsibility of all class participants.
- All craft and other work must be cleaned in the square equipment sinks **ONLY**, located on the East Wall. The 'kitchen sink' is reserved for related items and personal hygiene.
- The wet area bin is lined. Transfer full bags to the wheelie bin outside (see below)
- A volunteer member has undertaken to launder the tea towels each week.

After each class

At the end of each class (or prior to departing if leaving early) member should clean their bench space, sweep the floor around their bench and generally clean up after themselves. A dustpan and brush, and a cloth is supplied on each bench.

Dust and wipe down tables	Should be done after EACH class however check that those with low shelves have not accumulated dust.
Wheelie bin	Dispose of full rubbish bags into the wheelie bin outside the workshop. When full/manageable arrange for it to be taken to the skip bins adjacent to the brown brick building.
Fridge	Wipe out any spills
Floors – vinyl	Sweep/vacuum and mop
Floors - cement	Sweep
Toilet	Cleaned weekly by rostered class

Weekly deep cleaning

A weekly deep cleaning to be carried out.

A checklist and weekly roster for **deep cleaning** is posted on the notice board.

Health and Safety

Work environment

***The safety of the people in the workshop takes preference over all other considerations.
Use of equipment in the workshop is at the risk of each U3A Ballarat member.***

Workshop safety

The safety of students in the workshop is supported by:

1. A comprehensive risk assessment and treatment plan (attached).
2. Safe Operating Procedures for use of hazardous equipment and materials prepared by the tutors and class reps and are:
 - a. posted adjacent to hazardous equipment (gas torches, polishers etc), or
 - b. in this folder (less hazardous equipment).
3. A new student induction (this document).
4. Competency assessment by tutors.
5. Mentoring by tutors and/or experienced class members.
6. Periodic skills maintenance refreshment sessions conducted by the tutor, as required and records kept by the tutor/class rep.

Induction Checklist

All members will receive an annual induction to the workshop and their class:

- ☐ Policy and procedures (this manual)
- ☐ Workshop facilities, parking, kitchen and food arrangements
- ☐ Work area and tools
- ☐ Protective clothing
- ☐ introduction to safe use of power tools/gas torches, as appropriate
- ☐ Reporting hazards
- ☐ Emergency procedures and equipment
- ☐ First aid arrangements and reporting
- ☐ Machinery and equipment safe operating procedure sheets and posters

Risk Management

Please be aware that due to the types of activities carried out in the workshop there is a risk of injury.

A comprehensive identification and analysis of these risks has been undertaken and is attached below.

Each Tutor and class rep should review the chart and identify which risks apply to their activities and make themselves and their class members aware of these and any measures that may need to be taken.

Health and Safety

Expectations

- Class members are required to wear badges at all times. To use a pin and clip for cardholders name tags (in lieu of lanyards). Please ensure you have completed the inside information on the name tag.
- Class members are required to obtain and use personal protective equipment (PPE) appropriate to the activity: dust masks, protective eyewear, gloves, enclosed footwear, clothing protection, hearing protection. Class members are required to have long hair tied back and no loose clothing
- Competency based training must be completed by members prior to use of equipment. New members will receive individual instruction in the use of hazardous / specific equipment / activities.
- Refresher instructional tutorials, including safe operations, are conducted for the whole class at regular intervals (including emergency evacuation drills) and records kept of participation.
- The emergency evacuation plan, first aid kit and defibrillator are available in the bench area adjacent to the door.
- Advise management of any safety hazards or problems that you identify.
- **Work cleanup must be done at the square stainless-steel sinks on the East wall, not the kitchen sink.**

At the end of each class

- Follow maintenance checklist for cleaning.
- Clean the area in which you have been working – sweep floors, remove debris from benches and wipe down.
- Turn off gas and power tools.
- All non-fixed equipment is to be returned to the cupboard assigned to your class.
- No materials to be left on benches.

Departure checklist

- ☐ Air conditioners are turned off
- ☐ HWS turned off
- ☐ Gas turned off at the bottles
- ☐ All lights are turned off / power tools turned off at the wall
- ☐ Windows are shut and locked
- ☐ Doors locked
- ☐ Both gates snibbed shut

Accidents and emergencies

The defibrillator, first aid kit, incident report forms, warden's helmet, fire extinguishers and fire blankets are located in prominent positions and their location noted on the emergency evacuation map/diagram located in the bench area.

Health and Safety

In the event of an emergency that impacts the building:

1. The tutor or class rep will assume the role of building warden or ensure that a class member is appointed to the role.
2. Promptly evacuate class members to the identified assembly point.
3. Call the roll or use the attendance sheet to confirm that the building has been fully evacuated.
4. Liaise with emergency services and notify the school of the event.

In the event of an accident or emergency

1. to ensure that all class members are promptly evacuated to an identified assembly location, if required.
2. Identify and ask a member with first aid qualifications or experience to assist in assessing the condition of the patient.
3. Phone Triple Zero (000). Give the address of the venue to the operator and let them know that a class member will be waiting outside the café to guide them to the location of the injured person.
4. Assign a class member to wait at the front of the café to guide the first responder to the injured person.
5. Keep the person still and make as comfortable and safe as possible.
6. Administer first aid as outlined on the posters.
7. Alert the Farm School on 5334 1302 that an incident has occurred and emergency services will be arriving.
8. Give the information on the name badge to paramedics when they arrive.
9. Tutors and class reps (only) have access to their student's confidential medical details and emergency contacts. If the patient is unable to do so themselves, tutors should pass this onto the emergency responder.
10. Contact the Secretary to alert the committee of the incident, complete a U3A Ballarat Incident Report Form and send to the U3A Ballarat Secretary, info@u3aballarat.org.au as soon as possible.
11. Provide school management with the information and documentation they require.

Member Acknowledgement

- I have read the Blake Gordon Manual Arts Workshop Operating Health and Safety Instructions, page 6 - 8 contained in this document.
- I fully understand my responsibilities.
- I agree to abide by the Blake Gordon Manual Arts Workshop Operating Health and Safety Manual and the U3A Ballarat Code of Conduct.
- I agree to do all that is required to ensure that the wellbeing, health and safety of all people in this workshop is protected.
- Acknowledgement to be witnessed by the tutor or committee member.

Signed (member)	
Print name	
Witnessed by: Tutor Committee member	
Print name	
Date	

Risk Identification Management and Strategies Table

Key: ~~~~Likelihood - Probable / Unlikely / Rare ~~~~ Impact - Severe / Moderate / Negligible

Possible cause of injury	Source of Risk	Likelihood	Impact	Management Strategies					
		P/ U/R	S/ M/N		Tutor	Class rep	Class member	U3A C'ttee	Farn School
Electrocution or electric shock	General activities	U	S	Portable equipment and leads tested and tagged				X	
				No broken plugs, sockets or switches				X	
				Power boards used in place of double adaptors, piggyback adaptors	x	x			
				No damaged or frayed leads	X	X			
				Temporary leads on floors fastened	X	X		X	
				Approved earth leakage circuit breaker/safety switch in use					
				Adequate electricity surge protector in use					
				Students are responsible for the safety of any of their own tools that they bring to class					
Trips and falls	General activities	U	M	Floor space to be kept clear of trip hazards	x	x	x		
				External courtyard to be made safe				x	
Hand and finger entrapment	Fixed machinery - bench polishers, grinders, saws	U	M	Stabilised / fastened to bench					
				Safety guards in place (as applicable) Instruction on safe use Eye protection	x	x			

Possible cause of injury	Source of Risk	Likelihood	Impact	Management Strategies					
		P / U / R	S / M / N		Tutor	Class rep	Class member	U3A C'ttee	Farn School
	Electric hand tools			Instruction on safe use	x	x			
Cuts and grazes	Manual hand tools – saws, snips, pliers etc	U	M	Use of appropriate support, fasteners etc Instruction on safe use	x	x	x		
Airborne fragments, dust, fumes	Bench polishers, pendant drill, grinder	U	N	Instruction on safe use	x	x			
				Adequate ventilation				x	
				Dusk masks and eye protection			x		
				Safety guards in place (as applicable)	x	x			
Hazardous material spill / leakage	Soldering pickle, acids etc	U	N	Instruction/supervision on safe use	x				
				Materials clearly labelled	x	x			
				Materials stored safely	x	x			
				Adequate ventilation				x	
				Appropriate materials available to contain / neutralise spills	x	x		x	
				Enact emergency evacuation plan, notify 000, account for members attending, alert school management	x	x	x		

Possible cause of injury	Source of Risk	Likelihood	Impact	Management Strategies					
		P / U / R	S / M / N		Tutor	Class rep	Class member	U3A C'ttee	Farn School
Gas / oxygen leakage/fire	Gas / torches	U	M	Supervision and instruction on safe use	x				
				Gas bottles fastened/stabilised and regularly checked for leakage, turned off at end of class.	x	x			
				Enact emergency evacuation plan, notify 000, account for members attending, alert school management	x	x	x		
Building fire		U	S	Enact emergency evacuation plan, notify 000, account for members attending, alert school management	x	x	x		
				Adequate fire extinguishers, fire blankets	x			x	
Contact with hot parts / molten material	Gas torches	U	M	Torch rest/brackets installed	x	x			
				Instruction in techniques and use of appropriate tools	x	x			
	Casting equipment			tbd					
	Kiln – fumes from clay additives, glazes or enamelling materials			Adequate ventilation – external via fan or duct No combustible materials within 200mm of kiln Metal fire guard in place when in use and until kiln is cold NOTHING placed on top (even if cold) Operating when workshop unattended					

Possible cause of injury	Source of Risk	Likelihood	Impact	Management Strategies					
		P/ U / R	S / M / N		Tutor	Class rep	Class member	U3A C'ttee	Farn School
Theft	Valuable assets	U	M	No cash, precious metal or stones kept on premises	x	x	x		
				Premises either secured on departure or responsibility handed over to member of the following class	x	x	x		
				Door keys returned to tutor	x	x			
				'Attractive items' stored in locked cupboard	x	x	x		
Relationship with Farm School	Injury to students and staff	U	H	Vehicle movement is restricted to allocated times. In any activities carried out in the workshop students are accompanied and supervised by school staff member.	x	x	x	x	x
	Inappropriate interactions with students	U	H	Class members do not interact with students in isolation. Any concerning activity is reported to the Farm School Principal and U3A President and Secretary without delay. A current Working With Children (WWC) Check may be required for some activities involving school children.	x	x	x	x	x