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## Prepared For

City of Port Phillip  
 St Kilda Town Hall  
 99a Carlise Street  
 St Kilda 3182

## Report Prepared By

Safety in Design Consultant  
 Architecture & Access  
 Lv 5 / 369 Royal Parade  
 Parkville 3052

## Revision History

Version	Author	Certified OHS Professional and QA Review	Dated	Sent
	Linus Tong	Allison Crunden	07/03/2022	07/03/2022
Rev A	Linus Tong	Allison Crunden	24/03/2022	24/03/2022

Rev A has updated comments about balustrade heights.

## Introduction

Architecture & Access (A&A) has been commissioned by City of Port Phillip to provide Occupational Health and Safety (OHS) risk assessment consulting services for Elwood Children's Centre. A site visit / appraisal was undertaken on 01/03/2022 with the aim of identifying OHS risks and highlighting areas of potential OHS issues. 73 items were assessed. Two risks were identified, which have been reduced so far as is reasonable practicable with suitable controls. The purpose of this report is to identify, assess and discuss existing controls for the above risks.

## Process

The following documents have been referenced in the preparation of this report.

- Victorian Occupational Health & Safety Act 2004 (especially Sections 21 and 23);

Section 21 - Duties of employers to employees

Section 23 - Duties of employers to other persons

- Victorian Occupational Health and Safety Regulations 2017;
- National Construction Code / Building Code of Australia (NCC/BCA) 2019;
- Victorian Education 2007 Design Guide for Victorian Children's Services 2007;
- Relevant Australian Standards; and

- Relevant WorkSafe Victoria publications.

## Report Structure

The report consists of three documents :

- Summary page (this document);
- Appendix 1 - OHS Appraisal Report; and
- Appendix 2 - Risk Register and Matrix.

Within Appendix 1, risks that have been mitigated are coded in green. Risks that are believed to be hazardous or do not comply the relevant standards are highlighted in red. Risks that need further investigation are in grey.

Within Appendix 2, the identified risks and the respective recommended controls are tabulated in the Risk Register (Page 2 in Appendix 2). See the Risk Matrix for the rating method (Page 3 of Appendix 2).

## Summary and Discussion

Two risks were identified, which have been reduced so far as is reasonable practicable with suitable controls. The purpose of this section is to identify, assess and discuss existing controls for the above risks.

### Floor Waste

Toilets, kitchen and laundry have no floor waste. There is a likelihood of slip incident if the floor is wet. Architecture & Access acknowledges that the floors are non-slip; and there are mops and buckets in the vicinity for cleaning up any spill. The risk likelihood is 'unlikely' (could occur at some time/once every 5-10 years); and consequence is 'minor' (first aid treatment).

Architecture & Access is of the opinion that the risk is reduced so far as is reasonably practicable. No further building modification action is required. Residual risk remains of slip injury. It will be managed by Elwood Children's Centre via administrative controls.

City of Port Phillip must also inform future building owner / employer about this risk and future building owner / employer needs to accept.

### Stair Balustrade

Balustrade height is 900mm, which is 100mm less than the 1000mm minimum requirement specified in the current version (2019 Volume 1 Amendment 1) National Construction Code / Building Code of Australia (NCC/BCA). There is a likelihood of fall incident.

Architecture & Access acknowledges that the the floors are non-slip (reducing the chance of falling over the balustrade as a result of slips); and the users going to the first floor are adults only (reducing the chance of risky behaviour, i.e., playing on the stairway or climbing on the balustrade). The risk likelihood is 'unlikely' (could occur at some time/once every 5-10 years); and consequence is 'major' (serious injury or hospital treatment).

Architecture & Access is of the opinion that the risk is reduced so far as is reasonably practicable. No further building modification action is required from an OHS perspective. However, building surveyor may require modification action from a building compliance perspective. Residual risk remains of fall injury. It will be managed by Elwood Children's Centre via administrative controls.

City of Port Phillip must also inform future building owner / employer about this risk. Future building owner / employer needs to accept.

## Attachments

### Attachments

### Description

Appendix 2.xlsx

Appendix 1 - Rev A.pdf

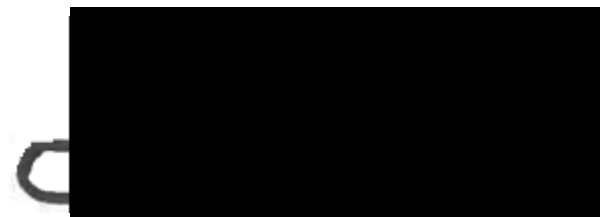
(See Email Attachments)


## Report Use

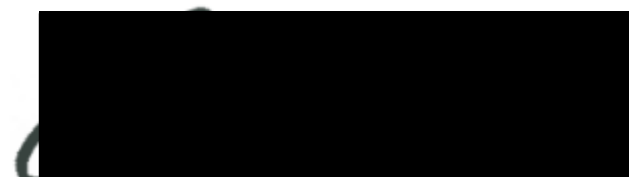
This report has been prepared solely for the use of our client in accordance with our current professional standards and as per our agreement in providing OHS risk assessment consulting services

This document represents the opinions of Architecture & Access based on the facts and matters known at the time of preparation of this document. This report must not be used for any other purpose than what it has been developed for without prior agreement from Architecture & Access.

Regards,



, Safety in Design Consultant



, Certified OHS Professional

# Elwood Children's Centre OHS Site Appraisal 20220301

1 Mar 2022

Complete

Score	0%	Failed items	1	Actions	0
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Conducted on	1 Mar 2022 17:49 AEDT
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Building Class	9b
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OHS / Slip trip fall

Floor waste drainage is available where required.

No

Toilets, kitchen and laundry have no floor waste. There is a likelihood of a staff members to slip if the floor is wet. Architecture & Access acknowledges that the floors are non-slip; and there are mops and buckets in the vicinity for cleaning up any spill. The risk likelihood is 'unlikely' (could occur at some time/once every 5-10 years); and consequence is 'minor' (first aid treatment); the risk is therefore low.

Architecture & Access is of the opinion that the risk is reduced so far as is reasonably practicable. No further building modification action is required. Residual risk remains of slip injury. It will be managed by Elwood Childrens Centre via administrative controls.

City of Port Phillip must also inform future building owner / employer about this risk and future building owner / employer needs to accept.

## Siting, access and egress

Staff, contractors, children and parents are able to safely enter and exit site.

Yes



Photo 1

There is adequate lighting to external access areas.

Yes



Photo 2

Pedestrian pavement is kerbed and is wide enough for pedestrian access and egress.

Yes



Photo 3

Pedestrian pavement does not pose any slip/trip hazards.

Yes

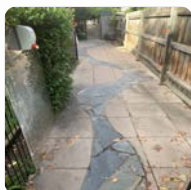


Photo 4

No evidence of pooling of water.

Yes

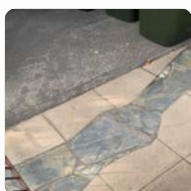


Photo 5

Site is fenced to prevent intruder access or child escape.

Yes





Photo 6

**Council bins are stored in a location that is safe and near site boundary.**

Yes



Photo 7

## Security and CPTED

**All building entrances have access control.**

Yes



Photo 8

**All windows have access control.**

Yes



Photo 9

## Slip trip fall

1 failed

**Landscape design has reduced slip/trip risk so far as is reasonably practicable.**

Yes



Photo 10

**Main building entrance is under cover.**

Yes



Photo 11

**Building entrances have recessed water absorbent mats.**

Yes



Photo 12

**Facade, windows and sunshades can be cleaned using long-handled tools from ground level, without having to use a portable ladder.**

Yes



Photo 13

**Elevating work platforms can access all parts of façade if required for maintenance.**

Yes



Photo 14

**Stairway is safe and enables transporting goods and waste between levels safely.**

Yes

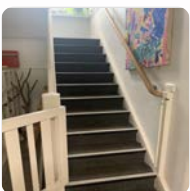


Photo 15

**Stair has bilateral handrails and slip resistant contrast nosings.**

Yes



Photo 16

**Stair balustrade is >1000mm.**

No

Balustrade height is 900mm, which is 100mm less than the 1000mm minimum requirement specified in the current version (2019 Volume 1 Amendment 1) National Construction Code / Building Code of Australia (NCC/BCA). There is a likelihood of fall incident.

Architecture & Access acknowledges that the floors are non-slip (reducing the chance of falling over the balustrade as a result of slips); and the users going to the first floor are adults only (reducing the chance of risky behaviour, i.e., playing on the stairway or climbing on the balustrade). The risk likelihood is 'unlikely' (could occur at some time/once every 5-10 years); and consequence is 'major' (serious injury or hospital treatment).

Architecture & Access is of the opinion that the risk is reduced so far as is reasonably practicable. No further building modification action is required from an OHS perspective. However, building surveyor may require modification action from a building compliance perspective. Residual risk remains of fall injury. It will be managed by Elwood Children's Centre via administrative controls.

City of Port Phillip must also inform future building owner / employer about this risk. Future building owner / employer needs to accept.

**Stair balustrade contains no climbable features.**

Yes



Photo 18

**Non-slip floor surface is used where required.**

Yes



Photo 19

**Floor finishes are seamless with no trip hazards.**

Yes



Photo 20

**No uneven surfaces, such as stepped thresholds, causing tripping.**

Yes



Photo 21

**Any internal hard-to-reach places can be cleaned using long-handled tools, without having to use a portable ladder.**

Yes

Highlight windows can be reached using long tools.



Photo 22

**No item or fixture installed directly above staircase that would require maintenance.**

Yes

Lightings can be reached from mid landing in a safe manner.

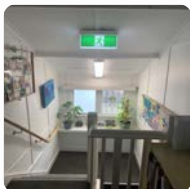


Photo 23

**Floor waste drainage is available where required.**

No

One risks was identified - Toilets, kitchen and laundry have no floor waste. There is a likelihood of slip incident if the floor is wet.

Architecture & Access acknowledges that the floors are non-slip; and there are mops and buckets in the vicinity for cleaning up any spill. The risk likelihood is 'unlikely' (could occur at some time/once every 5-10 years); and consequence is 'minor' (first aid treatment); the risk is therefore low.

Architecture & Access is of the opinion that the risk is reduced so far as is reasonably practicable. No further building modification action is required. Residual risk remains of slip injury. It will be managed by Elwood Children's Centre via administrative controls.

City of Port Phillip must also inform future building owner / employer about this risk and future building owner / employer needs to accept.

**No equipment on roof that requires regular access.**

Yes



Photo 24

## Material movement and manual handling

**Stair balustrade does not allow loose items to be placed on top.**

Yes

Round top.



Photo 25

**Doors with anticipated frequent item movement have vision panels and door holding mechanisms.**

Yes

Most doors have a vision panel.



Photo 26

**Ergonomic risk associated with fixed workstations are reduced so far as is reasonably practicable.**

Yes

No ergonomic risk was identified.



Photo 27

**All parts of building have sufficient head clearance (>2m).**

Yes

No head clearance issue was identified.



Photo 28

Yes

## Amenities and workplace environment

**Building does not have any confined space that may pose suffocation, engulfment and/or toxic substances risks.**

Yes

**Hot water dispensers have 'thumb-to-unlock' safety features.**

Yes



Photo 29

**Sufficient and adequate amenities (such as first aid rooms / sick bay, rest rooms, meal and accommodation areas and drinking water) are provided.**

Yes



Photo 30

**Building provides a comfortable workplace environment.**

Yes



Photo 31

## Climbing

Landscape features and sheds do not pose a climb risk.

Yes



Photo 32

Plant/equipment is within a service corridor which has restricted access.

Yes

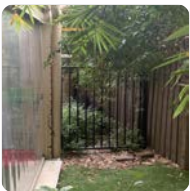


Photo 33

Facade, windows and sunshades do not provide any footholds to assist climbing.

Yes



Photo 34

## Escape prevention and supervision

Fence and gates can prevent children (at preschool age or under) from going through, over or under.

Yes



Photo 35

Latches are located so children cannot reach.

Yes

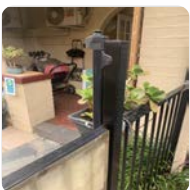


Photo 36

Door handles for restricted areas are 1500mm above finished floor level, with access control.

Yes

For area restricted to children.



Photo 37

Children's toilet layout allows supervision by staff.

Yes



Photo 38

Landscape design has provided clear sight lines and visibility; and limits opportunity for concealment.

Yes

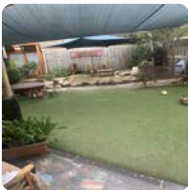


Photo 39

Finger entrapment risk associated with operable walls and doors is reduced so far as is reasonably practicable.

Yes



Photo 40

Power outlets are at least 1500mm above finished floor level.

Yes



Photo 41

Joinery and furniture do not contain any sharp corners or edges.

Yes





Photo 42

**Shades are installed in outdoor play to provide sun protection during peak UV radiation exposure and high-use times.**

Yes



Photo 43

**Outdoor play has impact-absorbing surfaces to reduce potential injury to children as a result of normal play activity.**

Yes



Photo 44

## Fixed Nappy Change Bench

Nappy change facilities are positioned to permit staff members changing a nappy to have visibility of play Rooms at all times.

Yes



Photo 45

A bench type baby bath and hand cleansing facility are available in the immediate vicinity (within 1m) of nappy changes.

Yes



Photo 46

Nappy changing benches are not less than 0.9m<sup>2</sup> in area, at a height of not less than 840mm and no greater than 900mm above floor.

Yes



Photo 47

There are pull-out steps for children that can negotiate steps to alleviate the need for staff to continually lift children.

Yes

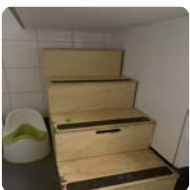


Photo 48

Space not less than 800mm high, 500mm wide and 800mm deep is available for storage of steps.

Yes



Photo 49

## Housekeeping and Fixed Storage

Cleaner room has ventilation.

Yes



Photo 50

Cleaner room has shelving for storing cleaning chemicals.

Yes

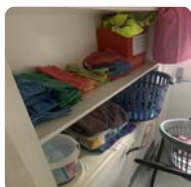


Photo 51

There is adequate storage for play equipment, children's sleep materials, children's personal belongings, prams and car seats, cleaning equipment, maintenance equipment, administrative supplies and records.

Yes

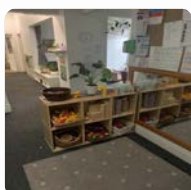


Photo 52

Storage is available for storing cash and valuables.

Yes



Photo 53

All fixed storage units have reduced ergonomic / manual handling risk so far as is reasonably practicable.

Yes

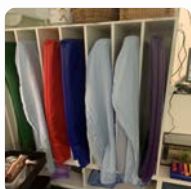


Photo 54

Non-combustible storage units are provided for storing hazardous materials or dangerous goods (if any).

Yes



Photo 55

**All fixed storage units are secured to walls or ground so they will not topple.**

Yes



Photo 56

**For fixed shelving units over 1800mm, a step ladder is stored nearby for accessing items on an infrequent basis.**

N/A

No item was stored above 1800mm.



Photo 57

**Foyer has enough space for pram parking and manoeuvre.**

Yes



Photo 58

## Incident Management

1 failed

Evacuation plan is displayed. Assembly area is documented.

Yes



Photo 59

Assembly area is sufficiently spacious.

Yes



Photo 60

Duress alarms are provided.

Yes



Photo 61

Fire/smoke detection and fire suppression systems (fire hydrants, fire hose reels and sprinklers) are provided.

Yes



Photo 62

Fire blankets are provided in kitchen.

Yes



Photo 63

Emergency lighting and communication systems are provided.

Yes



Photo 64

**Exit doors are operable from inside.**

Yes



Photo 65

**Essential Safety Measures report is up to date.**

Yes

Electricity

Switchboard is secured and separate by 1m.

Yes



Photo 66

Switches are clearly identifiable and labelled.

Yes



Photo 67

RCD Safety Switches are installed.

Yes

Wires/power points/switches in good condition and not exposed.

Yes



Photo 68

## Appendix



Photo 1



Photo 3



Photo 2



Photo 4





Photo 5



Photo 6



Photo 7



Photo 8





Photo 9



Photo 10



Photo 11



Photo 12



Photo 13



Photo 14



Photo 15



Photo 16





Photo 17



Photo 18



Photo 19



Photo 20



Photo 21



Photo 22



Photo 23



Photo 24





Photo 25



Photo 26



Photo 27



Photo 28



Photo 29



Photo 30



Photo 31



Photo 32





Photo 33



Photo 34



Photo 35



Photo 36





Photo 37



Photo 38



Photo 39



Photo 40



Photo 41



Photo 42



Photo 43



Photo 44





Photo 45



Photo 46



Photo 47



Photo 48



Photo 49



Photo 50



Photo 51



Photo 52





Photo 53



Photo 54



Photo 55



Photo 56



Photo 57



Photo 58

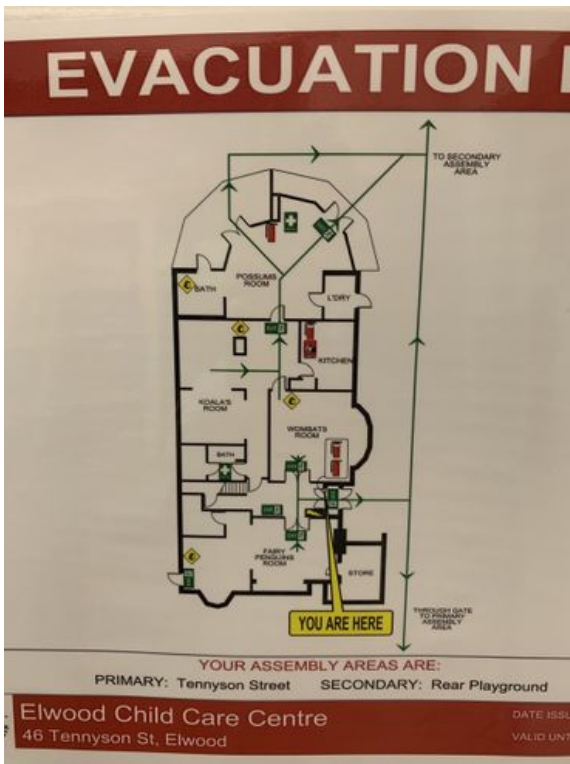


Photo 59



Photo 60





Photo 61



Photo 62



Photo 63



Photo 64



Photo 65



Photo 66

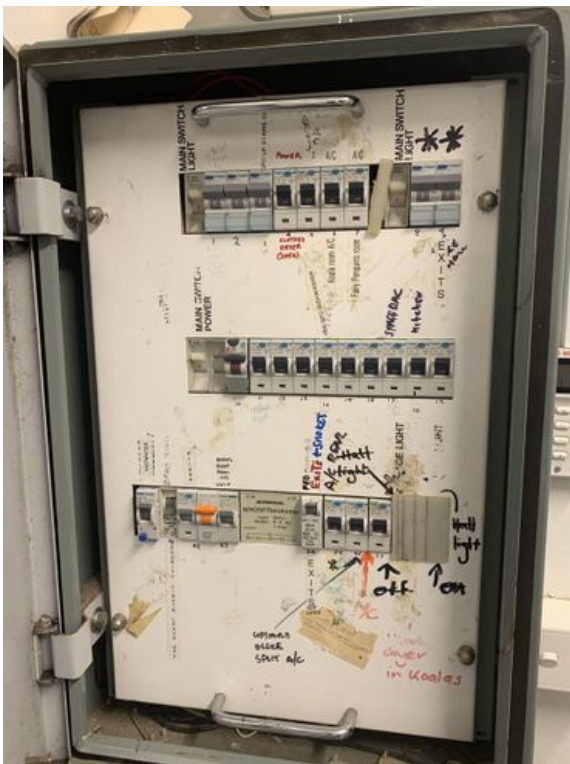


Photo 67



Photo 68