

# OPERATIONAL PRACTICES & PROCEDURES

## OLD BUTTER FACTORY MUSEUM

AT  
76 PEEL TERRACE  
BUSSELTON

Prepared for: City of Busselton

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## **1. Introduction**

The Museum premises are a section of the Old Butter Factory building in Peel Terrace, Busselton.

The Tenant, Busselton Historical Society Inc (BSH) of the premises shall have responsible people (Minders) in control of the premises whenever it is in use and they shall have:

- specific obligations for emergency evacuations – these include ensuring that there is an evacuation procedure in place to protect anyone on the premises in the event of an emergency, and
- a general 'duty of care' obligation to ensure that preparations have taken place for potential emergencies that might occur, and
- a general 'duty of care' obligation to ensure that preparations have taken place for elimination or minimization of risk of injury or harm that may occur to persons accessing, egressing and using the premises.

This document provides a list of operational practices and procedures that shall be implemented by the Tenant of the premises to minimize risk of injury to persons who may enter, leave and use the premises.

It is the responsibility of the Tenant to ensure that Minders and/or volunteers who are in control of the facility, are suitably trained to coordinate an evacuation.

## **2. Persons in Control**

The Tenant of the Museum premises shall during all periods of public access appoint a minimum of one persons (Minder) who is suitably educated and knowledgeable to have, to any extent, control of the premises and who must ensure, as practicable, that the Museum and all entrances and exits are safe so that people may enter, leave and use the Museum without exposure to hazards.

During an emergency, one of the Minder's shall assume the role of Chief Warden and shall be identified by a vest, marked with Chief Warden.

The Chief Warden is responsible for co-ordinating the evacuation and being the point of contact for the evacuation.

A minimum of 2 N<sup>o</sup> persons (Mindere) appointed by the Tenant shall be in attendance at the premises at all times that the Museum is open to the public.

### **3. Emergency Plan**

The emergency plan for the emergency evacuation of the Museum shall be installed throughout the building.

The Chief Warden in control of the evacuation will:

- Coordinate evacuations
- Direct persons to the evacuation point
- Check that all persons recorded in the Upstairs Register as being upstairs during the emergency are accounted for
- Consider alternative assembly area (if necessary)
- Contact and liaise with relevant Emergency Services detailing the extent or status of emergency, type of emergency (chemical, fire, threat), number of persons remaining in the building, location of emergency and address of emergency
- Complete the Building Evacuation Incident Report (Appendix 1.)
- Where possible keep clear the entry and exit routes to the building to allow Emergency Services access to the building.

### **4. Induction Training for Access & Egress**

All people who use the building including the Tenant, Minders, volunteers, tradespeople and visitors shall be informed of the method of emergency evacuation and the location of emergency exits.

All new Tenant staff and Minders, and volunteers shall complete induction training to educate them on evacuation procedures.

All participants who have been trained should be registered as being inducted.

### **5. Induction Training for Fire Detection & Extinguishing**

All people who use the building including the Tenant, volunteers, Minders & tradespeople shall be informed of the method of use for the fire extinguishers & hose reels.

All new Tenant staff, Minders and volunteers shall complete induction training to educate them on fire extinguishment procedures and emergency services contact.

## **6. Rehearsals for Emergency Evacuation**

The Tenant shall carry out rehearsals of the approved emergency evacuation plan at intervals of every 6 months. Shortfalls found in the procedures during practice drills shall be addressed and this document shall be revised.

## **7. Unobstructed Exit Pathways**

The Tenant shall regularly check that while in use no person or item is obstructing any lobby, exit, door, gate, corridor, passage, aisle, stairway, ramp or gangway and further to check that every required exit door is not locked.

## **8. In the Event of an Emergency**

In the event of an emergency access to exits shall be enabled immediately with effectively no time delay.

All access to exits and opening of those exits shall be under human control at all times. At all times when the building is occupied persons trained in the emergency egress system and unlocking of all exits shall be available in the building.

All staff, Minders and volunteer assistants who occupy the building shall be trained in emergency egress procedures and the unlocking system.

If the controlling person or Chief Warden is absent for any reason, there must be a process enabling their relief by an equally trained person.

## **9. 1<sup>st</sup> Floor Access**

Access to the 1<sup>st</sup> floor of the Museum shall be restricted to a maximum of 20 persons at any one time. Persons accessing upstairs are required to be recorded in the Upstairs Register prior to going upstairs.

Access to the 1<sup>st</sup> floor area of the Museum shall be restricted to prevent unsupervised child access. In the case of school visits, a list of children going upstairs will be provided for the Upstairs Register.

Access to the 1<sup>st</sup> floor of the Museum by the public shall be restricted to day-light hours only.

## **10. 1<sup>st</sup> Floor Loading**

Imposed live load on the suspended floor structure of the upper level of the Museum shall be restricted to a maximum of 0.75 kPa (75 kg per m<sup>2</sup>) uniformly distributed.

The maximum concentrated load imposed on the upper floor structure shall be restricted to less than 150 Kg.

Live loads shall include all imposed loads such as people, furniture, displays, stored materials and floor coverings.

## **11. Special Assistance Access & Egress**

Special assistance shall be made available to people with a disability, including those with mobility, sight or hearing disability.

Stairway access to the 1<sup>st</sup> floor of the Museum is available to people with some mobility, sight and hearing disability.

Wheelchair access is not available to the 1<sup>st</sup> floor of the Museum.

## **12. Supervised Child Access**

All children under the age of 13 years who enter the Museum shall be accompanied by a supervising adult, and shall remain supervised by that adult until they leave the premises. A minimum of 1 supervising adult shall accompany a maximum number of 10 children.

## **13. Storage and Museum Display Location**

Stairway structures shall remain clear of obstructions. Museum displays, exhibits and storage materials in particular shall be located as detailed below:

- Storage materials, furniture and Museum displays which are flammable shall not be located underneath or near the internal or external stairs which provide access to the 1<sup>st</sup> floor.
- All motors and flammable machines which may contain residual fuel shall not be positioned in the vicinity of the existing external walls or external stairs of the Old Butter Factory and shall be located with at least 6m clearance from the stairs.
- Museum displays shall be located away from doorways, passages and paths of travel. A clear pathway width of 1000mm shall be maintained throughout all areas of the building which will provide an unobstructed access and exit from the building.
- Exhibits and displays in areas of wheelchair access refer to Item 14 below.

## **14. Wheelchair Access**

Wheelchair access is not available to the 1<sup>st</sup> floor of the Museum or to some areas at the ground floor.

An area of ground floor Museum which has wheelchair and disabled person access should contain exhibits and displays which are similar to the 1<sup>st</sup> floor section and lower floor areas where wheelchair access is not available.

Every practicable effort should be made to minimize discrimination of disabled persons by restriction from some areas of the Museum. Where it is not practicable to provide access to some areas, exhibits and displays of a similar nature should be located in disabled accessible areas.

## **15. Smoking and Naked Flames**

Smoking and naked flames shall be banned from all parts of the Museum at all times.

During any period of construction or maintenance work all highly flammable materials shall be located well clear of the work area, and public access to the Museum shall be prevented.

## **16. Maintenance of Equipment**

The Tenant shall complete regular maintenance and testing of all equipment and fittings in and near the building which is used for detection, prevention and extinguishment of fires and also for safe evacuation in the event of fires. The equipment shall include emergency evacuation alarms, fire alarms, fire hydrants, fire hose reels, fire extinguishers, smoke detectors, emergency lighting and telephones.

## **17. Maintenance of the Building**

Maintenance of the building is required to protect the structure and prevent deterioration of finishes which may create a hazard.

- The building shall be maintained in a clean condition to avoid hazards to people. Rubbish shall be removed promptly from the premises.
- The building structure, claddings, linings and finishes shall be regularly inspected and maintained in a good condition to protect the structural integrity of all components.
- Rodents and birds shall be prevented from occupying the internal structure of the building including wall cavities and roof spaces. In the event that this has occurred any damage shall be promptly rectified.