

Elder Conservatorium of Music



Guidelines for Classroom Setup in Schulz 1004

The Elder Conservatorium has identified a potential manual handling risk in the setup of Schulz 1004 for classes. This risk stems from the activity of staff regularly moving large numbers of tables and chairs either to set up or pack up the room.

To control this risk we have identified the following guidelines that must be adhered to in the set up of Schulz 1004:

- Staff are required to make use of students for any classroom setup requiring the movement of more than 10 tables and 10 chairs (this reduces repetition and therefore risk)
- This may include the allocation of set up and pack up time so that students can assist with manual handling requirements in the classroom
- Staff required to perform or supervise manual handling tasks associated with classroom setup must attend manual handling training (this is offered by Human Resources, please contact Steven Knopoff for more information)

All staff and students are encouraged to report any hazards they see in the work/study environment, including those involving manual handling in the setup of classrooms.

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