

SHELTER BUILDING

RISK ASSESSMENT SHEET

Frequency of use Daily / AS REQUIRED

1. **PEOPLE AT RISK** (instructors and visitors)
Up to 15 participants, plus leaders and/or instructors
2. **HAZARDS** (anything with the potential to cause harm)
 - a) Falling objects
 - b) Overhanging branches, brush, vegetation, uneven/unstable ground
 - c) Inclement weather
 - d) Excessive persons involved/participating
 - e) Plastic sheeting/tarpaulin
3. **ASSESSMENT OF RISK**
 - a) Medium
 - b) Medium
 - c) Low
 - d) Low
 - e) Low
4. **LIST MEASURES TAKEN TO CONTROL HAZARDS**
 - a) Inspect to ensure poles or branches are secure
 - b) Pre start inspection, advice participants of any possible trip and or impact hazards
 - c) Ensure everyone has suitable clothing and footwear
 - d) Ensure groups are of a manageable number and not overcrowding shelter
 - e) Inspect and test shelters before occupancy, sheeting to be secure and not likely to smother occupants
5. **REMAINING RISK USING CONTROL MEASURES ABOVE**
 - a) Low
 - b) Low
 - c) Low
 - d) Low
 - e) Low