

RISK ASSESSMENT: Shelter Building

Completed by: Activities Management Team

Date: 18/12/2025

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What is the Hazard?	Who may be harmed?	How might people be harmed?	Risk Rating			Control Measures in Place	Remaining Risk		
			Probability	Severity	Risk		Probability	Severity	Risk
Slips, Trips and Falls	All	Cuts, bruises and grazes	3	2	6	<ul style="list-style-type: none"> All equipment not being used is put away in the store. All participants are instructed to wear appropriate footwear. Participants warned about exposed tree roots and potential hazards. 	2	2	4
Exposure/ Hypothermia and Sunburn	All	Sunburn, high temperature and dehydration.	2	2	4	<ul style="list-style-type: none"> Staff and participants must make sure they have suitable clothing prior to the activity. Staff and participants to drink plenty of water. Sun cream applied when needed. 	1	2	2
Group Behaviour	All	Loss of control of the group, participants being distracted/ not listening.	3	2	6	<ul style="list-style-type: none"> Group leaders are to ensure that the group is under control at all times. Instructor is to stop the session if participants' behaviour is dangerous. Instructor to check with group leader at the start of the session for any neurodiverse participant's and make sure control measures are in place to appropriately manage their needs. 	1	3	3
Unauthorised Access	All	Musculoskeletal injuries, cuts, bruises from lack of adult supervision	4	3	12	<ul style="list-style-type: none"> For prolonged periods when the activity isn't in use all equipment is to be locked in the store. 	2	3	6
Activity Structure Collapse	All	Structure falling on to participants.	4	3	12	<ul style="list-style-type: none"> Participants are shown how to tie suitable knots for the activity. Instructor or Group Leader is to assess the safety of the construction. If there is any doubt of collapse the structure is not to be used. 	1	3	3
Inappropriate Use	All	Eye injuries, cuts and bruises	3	2	6	<ul style="list-style-type: none"> Participants advised not to play around with the equipment and to use it only as instructed (during the demonstration at the start of the session.) Activity shelter is dismantled at the end of the session. 	1	2	2
Capability to Effectively Tie Knots	All	See 'Activity Structure Collapse'	3	3	9	<ul style="list-style-type: none"> Participants are shown how to tie suitable knots for the activity. Instructor or Group Leader is to assess the safety of the construction. If there is any doubt of collapse the structure is not to be used. 	1	3	3
Heavy Lifting	All	Manual handling related injuries	3	2	6	<ul style="list-style-type: none"> Tree branches are to be lifted by minimum of two participants at a time. Instructor to demonstrate correct manual handling lifting technique. Instructor and group leader to supervise and assist where necessary. 	1	2	2

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What is the Hazard?	Who may be harmed?	How might people be harmed?	Risk Rating			Control Measures in Place	Remaining Risk		
			Probability	Severity	Risk		Probability	Severity	Risk
Entrapment	All	Crushed limbs and digits	2	3	6	<ul style="list-style-type: none"> Participants are told not to wrap ropes around their arms or any other body parts. Instructor to supervise and periodically check shelters throughout the session to ensure they are safe for participants to enter. 	1	3	3
Cuts and Splinters	All	Cuts and splinters	2	2	4	<ul style="list-style-type: none"> Participants advised to be careful handling branches and equipment. First Aid Kit with instructor at all times. (Splinters not to be removed) 	1	2	2
Adverse Weather	All	See 'Exposure'	2	2	4	<ul style="list-style-type: none"> Area to be checked for fallen branches prior to the start of the activity. At the first sign of thunder and lightning continue until the flash to bang is no less than 30 secs, at which point the activity stops immediately. The activity may continue 30 minutes after thunder is last heard. Refer to 'Adverse Weather' policy. 	2	2	4
Equipment Failure	All	Musculoskeletal injuries, cuts, bruises	3	2	6	<ul style="list-style-type: none"> All equipment is visually checked by the instructor prior to being used. Items deemed to be faulty are removed from use immediately, logged and placed in the quarantine bin. As per policy 5.3 faulty or damaged equipment. All equipment is inspected periodically and anything faulty is removed from use immediately, recorded and repaired or replaced. 	1	2	2
Bites and Stings from Insects and Plants	All	Stings, bites, rash. Allergic reaction.	3	2	6	<ul style="list-style-type: none"> Group to wear appropriate clothing Group leader to be aware of existing medical conditions/allergies. Instructor to brief group to avoid long grass. 	2	2	4
Human Error	All	Instructor complacency and loss of focus could put everyone at risk	3	3	9	<ul style="list-style-type: none"> All instructors are regularly monitored to ensure procedures are complied with. Where possible, instructors to only work the same session twice in a day. Instructors made aware of any changes to activity. 	2	3	6

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Level	Likelihood Factor	Severity Description
1	Very Unlikely	Insignificant – No injury or No First Aid required.
2	Unlikely	Minor – Minor injuries requiring first aid such as cuts, grazes, bruising.
3	Fairly Likely	Moderate – Injuries resulting in up to three days' absence from work.
4	Likely	Major – Injuries resulting in a week or more absence from work, for example broken bones, deep cut etc.
5	Very Likely	Catastrophic – Amputations or Death.

Remaining Risk Level	Description
1-5	Very low, minimal risk, control measures more than adequate
5-10	Low, control measures satisfactory
10-15	Medium, control measures adequate
15-20	High, control measures need further consideration
20-25	Very high, intolerable, stop Job