

Health and Safety Risk Assessment Form

Assessment of:	Shelter Building		
Location:	Mount Cook Adventure Centre	Date of assessment:	February 2021
Completed by:	Bernard Müller	Expiry Date:	February 2022

Hazard (something with the potential to cause harm)	Risk (how could the hazard cause harm, and who could it harm)	Control Measures (what is required to reduce the risk)	In Place (Y/N)	Action Required	Action Owner	Residual Risk (assuming all controls in place; Low, Med, High)
Slipping and falling - on wet muddy floor.	All participants, Instructors: Grazes, cuts, bruises, broken limbs, head/spinal injuries	Ensure that participants are aware of the dangers of running on wet ground and in icy conditions. (safety talk)	Y	Activity Staff to monitor ground conditions during session and monthly checks of grounds for inherent trip hazards	Act Mgr	Low
		Participants to be supplied with a kit list asking them to wear sturdy shoes with suitable grip	Y			Low
		MC staff to remove all tree stumps that could become trip hazards	Y			Low
Getting lost	All participants: Safeguarding issues, hyperthermia, abduction, traffic collisions	Participants to be made aware of the out of bounds areas on map and signs/ cordons to be put in place (safety talk)	Y	Safety brief from activity instructor	Instructors	Low
Medical emergency	Participants, Instructors: Potential for injuries to worsen, bleed out, long-term complications and or death.	All staff to be trained in basic first aid.	Y	Activity staff to aware of any pre-existing medical information. Maintain first aid kits.	Instructors and Activity MGR	Low
		All medical disclosures to sent to centre prior to arrival.	Y			Low
		Portable first aid kit available and stocked appropriately	Y			Low
		Participants to bring their own medications to the session and carry them throughout if necessary	Y			Low
			Y			Low

Low = Slight injury or minor ill health / It is highly unlikely that the harm would occur

Medium = Serious Injuries or significant health effects / There is a likelihood that harm may occur;

High = Major death, major injury (RIDDOR) or irreversible health damage / There is a high likelihood that harm will occur.

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	Emergency services unable to access location	Den-building only to be undertaken in area close to entrance to woods to enable easy access for emergency services.				
Collapsed Den	All participants & Instructors: potential head injuries, fractures, bruises, cuts	Instructors to monitor initial framework development of den and constant vigilance.	Y	Training for instructors on shelter construction	Activity Mgr	Low
Brambles and branches	All participants: Cuts, bruises, abrasions. Eye injuries	Participants to be supplied with a kit list asking them to wear trousers and suitable shoes to prevent cuts and scrapes.	Y	Instructors to clear brambles in monthly grounds checks.	Activity Mgr	Low
		Participants to be advised to avoid using routes that have a dense area of brambles and walk around. (safety talk)	Y	Training to be given to instructors on safety talk for activity.		Low
		Participants to be warned to be aware of low branches and the risk to eyes/ face (safety talk)	Y	Training logged on Cinolla		Low
		Participants warned not to carry branches too large and watch out for others around them	Y			Low
		Where located, brambles to be removed to mitigate potential harm	Y			Low
		Low hanging branches or dead limbs to be removed if deemed dangerous	Y			Low

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Lifting heavy objects – e.g. large branches, rocks	All participants: Muscle Strains, Foot Injuries including fractures, Cuts and Bruises. Spinal damage and head injuries.	Participants to be instructed in manual handling techniques.	Y	Training for instructors for safety talk – logged on Cinolla	Activity Mgr	Low
		Participants instructed to not attempt to lift heavy objects without assistance from centre staff.	Y	and grounds maintenance		Low
		No Stones to be moved at all by participants	Y			Low
		Instructors to remove large branches from activity area to mitigate potential harm	Y			Low
Adverse Weather Conditions	All participants and Instructors: Hyperthermia, lightning strikes leading to burns, scolds, electrocution and-or death.	A weather forecast to be obtained before activity takes place to ensure weather is suitable	Y	Forecast to be checked daily.	Instructors and activity Mgr.	Low
		Instructors to monitor participants for signs of hyperthermia. Introduce more refreshments breaks if very cold/wet or cancel session if conditions worsen	Y			Low
		If lightning forecast them cancel activity and find alternating activity to undertake	Y			Low

Risk Assessment checked by H&S or Line Manager

Name: Steve Turner CEO

Date: 9th April 2021

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