

**UPCC  
Shelter Building – Risk Management Plan**

<b>School:</b>	<b>Year Level:</b>
<b>Supervising teachers / staff:</b>	<b>Dates:</b>
<b>Program / Excursion:</b>	<b>Location:</b>

The **Shelter Building** Risk Management Plan contains the specific risks, control measures and grading’s for this activity, as well as the grading’s of all general risks relevant for all UPCC activities. Please refer to the **General Activity Hazards – Risk Management Plan** for a list of general risks and control measures relevant for all UPCC activities.

Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Control Effectiveness
<b>Environmental Hazards</b> Injury caused by contact with; Natural features such as; falling branches, rocks, dead branches, vegetation, etc.	<ul style="list-style-type: none"> <li>It is not recommended that Hut Building is undertaken in strong winds</li> <li>Hut Building will be canceled if a severe weather warning is issued for the region</li> <li>Materials should be used in their current shape and size ie no materials are to be snapped or broken</li> <li>Existing plants / vegetation are not to be damaged in the construction process</li> </ul>	Rare	Major	Satisfactory
<b>Striking</b> From materials being moved whilst building or dismantling hut or from a hut collapsing	<ul style="list-style-type: none"> <li>Participants are shown how to construct a hut safely</li> <li>Staff to closely monitor groups during construction phase to ensure structure is sound</li> <li>If the hut is deemed unsafe at any stage, the construction must cease. The participants are brought together to look at the structure and come up with a plan to improve it</li> <li>Participants are not allowed to get under a hut that is deemed unsafe</li> <li>Participants must not throw any of the branches or other materials</li> </ul>	Possible	Minor	Satisfactory
<b>People – Participants</b> Missing / lost participant	<ul style="list-style-type: none"> <li>Pre activity briefing to include instructions about staying inside the marked area and not to wander outside the area</li> <li>Leaders must be aware of student numbers and conduct regular headcounts</li> </ul>	Rare	Moderate	Satisfactory

**Risk Rating – Shelter Building**

All identified risks are recorded in the Risk Matrix according to the Likelihood and Consequence ratings. The purpose of this matrix is to provide a snapshot of all identified risks and establish the level of risk associated to determine if further treatment is required.

		Consequence				
X		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Likelihood	Almost Certain (5)	5	10	15	20	25
	Likely (4)	4	8 Slip-Trip-Fall (General)	12	16	20
	Possible (3)	3	6 <b>Striking</b> Environmental Exposure 1 Environmental Hazard 2	9 People – Participant behavior People – participant ability	12 Inappropriate use after hours People – Group leader	15
	Unlikely (2)	2	4 Entanglement Cutting / Scratching Striking People – Group Leader 1	6 Environmental Exposure 2	8 Environmental Hazard 1 People – Camp Instructor 1 & 2	10
	Rare (1)	1	2	3 <b>People – lost participants</b> Environmental Exposure 3	4 <b>Environmental Hazards</b>	5 Environmental Exposure 4 Environmental Hazard 3

NB: All risks in **bold** are **Shelter Building** specific risks. All other risks are from the General Activity Hazards RMP and are therefore relevant for all activities.

For grading risks, scores obtained from the risk matrix are assigned grades as follows;

- 1-4 Low Risk – minimal monitoring and reporting
- 5-8 Medium Risk – regular monitoring and reporting
- 9-12 High Risk – close monitoring and reporting
- 13+ Extreme Risk – unacceptable, requires urgent attention