

**CYC Forest Edge
Hut Building – Risk Management Plan**

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

For an explanation of risk management terminology and to ensure you understand how the rating / grading system is determined please ensure you have read the **CYC Activity Risk Profile** document.

The **Hut 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 CYC activities. Please refer to the **General Activity Hazards – Risk Management Plan** for a list of general risks and control measures relevant for all CYC activities.

Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Control Effectiveness
Striking Participants being hit by falling branches	<ul style="list-style-type: none"> Group leader should check current future forecasts and weather patterns with site program staff It is not recommended that Hut Building is undertaken in strong winds Hut Building will be cancelled is a severe weather warning is issued for the region for strong winds 	Rare	Moderate	Satisfactory
Cutting / Scratching From contact with branches and trees	<ul style="list-style-type: none"> Participants are to take care when moving and placing tree branches, sticks and other objects that may cause scratching or cutting 	Unlikely	Minor	Satisfactory
Snake Bite	<ul style="list-style-type: none"> Instructions are given on what to do if a snake is sighted Stay on the tracks and paths and avoid long grass Always wear closed toe footwear First aid kit available, staff trained in first aid and CPR Suitable communication available 	Rare	Major	Satisfactory
Structure Failure 1. Bridge collapse	<ul style="list-style-type: none"> Maximum 3 people on the swing bridge at any time Participants on the bridge are to walk across (no rocking, jumping or swinging) Thorough periodic in-house maintenance checks are completed by trained program staff Annual activity checks are completed by qualified professionals If the structure is unsafe the activity is not to be undertaken until appropriate repairs have been completed 	Rare	Catastrophic	Satisfactory
2. Hut collapse	<ul style="list-style-type: none"> Participants are to work together safely and be aware of each other when picking up sticks Participants are to work together to pull down hut with all participants outside the hut, not inside when it is being demolished 	Possible	Minor	Satisfactory
People – Participants Getting lost	<ul style="list-style-type: none"> Appropriate leader to participant ratios must be followed Pre activity briefing to include instructions about staying inside the marked area and not to wander outside the area Leaders must be aware of student numbers and conduct regular headcounts 	Rare	Moderate	Satisfactory

Risk Rating – Hut 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.

X		Likelihood					
		Almost Certain	Likely	Possible	Unlikely	Rare	
Consequence	Catastrophic	80	64	48	32	16	<ul style="list-style-type: none"> • Structure Failure 1 • Environmental Exposure 4 • Environmental Hazard 3
	Major	40	32	24	16	8	<ul style="list-style-type: none"> • Environmental Hazard 1 • Inappropriate use after hours • People – Instructor 1 & 2 • People – Group Leader 2 <ul style="list-style-type: none"> • Snake Bite • Getting Lost – Participant
	Moderate	20	16	12	8	4	<ul style="list-style-type: none"> • People – participant behaviour • Environmental Exposure 2 <ul style="list-style-type: none"> • Striking • Environmental Exposure 3
	Minor	10	8	6	4	2	<ul style="list-style-type: none"> • Structure Failure 2 • Slip-Trip-Fall • Environmental Exposure 1 • Environmental Hazard 2 • People – participant ability <ul style="list-style-type: none"> • Cutting / Scratching • Entanglement • Cutting / Scratching • Striking • People – Group Leader 1
	Insignificant	5	4	3	2	1	

NB: All risks in **bold** are Hut 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;

HIGH 20 – 80	MEDIUM 10 – 16	LOW 1 – 8
Unacceptable risk which requires immediate action to reduce or remove the hazard. Senior management must be notified. Item should be TAKEN OFF LINE until risk reduced.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.

RMP REVIEWED BY: A Paterson

DATE: 30 / 04 / 2018

NEXT REVIEW DUE: April 2023