

**Lodge Hill Environmental Shelter Building Risk Assessment Dated: May 2022 Revision Date: May 2023**

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| **Hazards** | **Who** | **Risk** | **Controls** | **Risk after control** |
| Getting lost | Participants | Medium | Briefing procedures/Groups of 3 or more at all times/stay on site/time limit.  Briefing.  Designated controlled areas. | Low |
| Uneven terrain  Slips and trips  Steps | Participants/Instructors | Medium | Briefing/Handrails.  Walk through woodland/grounds audits for condition. | Low |
| Equipment damage shelter  collapse | Participants/Instructors | Medium | Maintenance of structure, size limits for poles, knot tying  Training briefing. | Low |
| Head impact injuries from collision with shelter build equipment (wood branches, beams, logs) | Participants/  instructors | Medium | Adults to assist participants when lifting larger objects to secure at height.  Participants are instructed not to attempt picking up anything too large or heavy. | Low |



**Environmental Shelter Building Standard Operating Procedure**

**What can cause harm?**

* Moving around the site
* Uneven terrain
* Slips and trips
* Collision with vehicles
* Building of round house shelters
* Manual handling
* Getting lost / injured

**Guidance for Instructors**

* The environmental project involves building shelters using materials supplied.
* A minimum of 3 people are involved in the task. No one is allowed to work alone.
* All instructors must receive a briefing of the site geography. Attention is made to the terrain: tree roots, potholes, slippery leaves that naturally from the woods can be potential hazards. While Lodge Hill staff regularly inspects the areas, Instructors must be observant.
* Pedestrians must cross the main road into the centre using the marked crossing. Speed humps are in place before the crossing to slow vehicles.
* A 5mph speed restriction is in place.
* Materials that form the activity do not weight more than 10kgs therefore should not present a manual handling issue over that of general lifting techniques.
* Instructors carry radios or mobile phones in the event of an emergency.
* All groups should have a first aider and first aid kit [available from main office or instructors room]
* All activities must have the correct staffing participant’s ratio as stated on the Instructor: student ratio matrix/ activity tariff.
* A group leader over 18 years of age must accompany each group.
* Means of communication must be available at all times; mobile phone or two way radio [which is available from the main office].
* Groups must remain together and supervised at all times.
* Instructor to have received site specific training before delivery.
* All equipment to be checked prior to use.
* Equipment to be cleaned after use and stored in the correct location.
* Instruction should take place according to individual’s abilities.
* Appropriate clothing and footwear to be worn at all times.
* Instructors should have prior knowledge of accessible areas for emergency vehicles.
* If the group is involved in an incident or accident, please make sure relevant book is filled in, accident book can be found in main office.
* Shelter building equipment is kept in bag within the climbing tower.
* The area to be used for shelter building is to the left of the tennis court, between court and youth hut.
* Never allow shelters to be built up in trees.
* Do not let your groups cut down any trees or vegetation to build their shelters, [it is a good lesson on looking after your environment].
* There is plenty of wood and leaves on the ground in the area to use.
* Always monitor the group when they rest lumps of wood against trees [for their safety].
* Make sure all shelters are taken down after the session and leave wood as you found it.