

**Adanac CYC
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 gradings for this activity, as well as the gradings 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
Environmental Hazards Injury caused by contact with; Natural features such as; falling branches, rocks, dead branches, vegetation, etc.	<ul style="list-style-type: none"> It is not recommended that Hut Building is undertaken in strong winds Hut Building will be cancelled if a severe weather warning is issued for the region Materials should be used in their current shape and size ie no materials are to be snapped or broken Existing plants / vegetation are not to be damaged in the construction process 	Rare	Major	Satisfactory
Striking From materials being moved whilst building or dismantling hut or from a hut collapsing	<ul style="list-style-type: none"> Participants are shown how to construct a hut safely Staff to closely monitor groups during construction phase to ensure structure is sound 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 Participants are not allowed to get under a hut that is deemed unsafe Participants must not throw any of the branches or other materials 	Possible	Minor	Satisfactory
People – Participants Missing / lost participant	<ul style="list-style-type: none"> 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"> • 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 • Environmental Hazard
	Moderate	20	16	12	8	4	<ul style="list-style-type: none"> • People – participant behaviour • Environmental Exposure 2 • People – lost participants • Environmental Exposure 3
	Minor	10	8	6	4	2	<ul style="list-style-type: none"> • Striking • Slip-Trip-Fall • Environmental Exposure 1 • Environmental Hazard 2 • People – participant ability • 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.