


<b>Hautbois Activity Centre Risk Assessment</b>			
<b>SHELTER BUILDING</b>			
Assessment Code: RA-SHB25	SOP Code: SOP-SHB25	Lesson Plan Code: LP-SHB25	
Review Date: January 2026	Assessor: Henry Wright	Tech Advisor: Rory Howard	

**Description:** Shelter building takes place on glebe next to the church yard. Using fallen wood and debris clients design and build their own shelter in teams. Ratio of 1:16


SR= Severity Rating; 5 (Catastrophic) 4 (Major) 3 (Moderate) 2 (Minor) 1 (None)

LH=Likelihood Rating 5 (Almost certain) 4 (Likely) 3 (Possible) 2 (Unlikely) 1 (Insignificant)

RR= Risk Rating; A (Acceptable Risk) RR (Residual Risk remains despite controls- 'occupational hazard') U (Unacceptable Risk, action to be taken immediately)

Significant Hazard	Persons at Risk	How	Controls	Severity	Likelihood	Risk Rating
Steep Banks & Terrain	Participants, Leaders & Instructors	Falling over roots, etc sliding on steep banks and slipping on wet surfaces Slips, Trips and Falls	Clients to do an area walk to highlight boundary and out of bounds areas decided by the leader/instructor in charge. Leaders to supervise and be vigilant over boundary areas. Other environmental hazards to be highlighted to participants: Stinging nettles, rabbit holes etc. Participants to wear closed toe shoes.	2	2	A
Falling Debris	Participants, Leaders & Instructors	Being hit by falling branches and debris from construction during session.	Deadfall walks to be done regularly by Hautbois staff and after high winds to ensure site is clear of deadfall. Participants instructed and supervised when building to use 'manageable' size branches only in construction, particularly overhead. Shelter checked before testing by leader to ensure it won't collapse during games played.	2	1	A
Bumps, Cuts & Bruises	Participants, leaders & instructors	Cuts, bumps and grazes from general construction of shelter. Spars and logs used for construction.	Participants supervised by a responsible leader. First Aid kit to be carried to treat small injuries. Clients briefed on best practise and teamwork and having a clear working area. Participants shown lashing technique to ensure spars and logs adequately secured. Instructor to monitor shelters for sensible use of spars and logs.	2	2	A
Environmental Hazards	Participants, leaders & Instructors	Bites and Stings, contamination through dirt etc	Participants instructed to wash their hands after session. Leaders to make group aware of potential stings for those with allergies and precautions taken by the participants; carry EpiPen's etc as required. First Aid kit to be carried to treat small injuries. Hautbois staff to manage pest control on site as part of the general risk assessment and site care.	3	2	RR
Equipment Misuse	Participants	Injury using tarps and ropes, suffocation and strangulation etc	Participants supervised by a responsible leader. Participants instructed and supervised when building to use equipment sensibly. All equipment collected back after session and put away correctly.	3	1	A

This Risk Assessment should work in conjunction with the generic risk assessment (RA-GEN) and relevant activity's Safe Operating Procedure (SOP-).

<b>Hautbois Activity Centre Safe Operating Procedure</b>			
Shelter Building SOP-OBS25			
Location: 3D Map ref. - O	RA-SHB25	LP-SHB25	
Review Date: March 2026			
<b>Must be used in conjunction with Generic Safe Operating Procedure (SOP-GEN)</b>			

**Qualifications Required: (Instructors must be at least 17 years of age)**

- The session must be run by a responsible adult
- The instructor must be at least 17 years old and hold a valid First Aid certificate.
- The instructor must have signed to say they have read, understood our Risk assessment and operating procedures for this session and will adhere to them.

**Activity Area:**

- Clear any large pieces of debris that are in the pathways.
- Walk the area and make a note of areas to be aware/careful of during the session.

**Equipment:** Visual checks of all equipment must be done before each session.

- Check the box for 4 tarps; ensure that they are clean, without tears or holes.
- Selection of rope should be untangled
- Watering can, to be filled
- Water container to be filled at the beginning of each session

**Session Management:**

- Instructor to introduce themselves to the participants and escort them to the shelter building area.
- The group must be briefed in an appropriate area with regard to the correct behaviour/conduct required throughout the session and how the activity is to be run.
- Equipment should be explained and demonstrated how to tie knots correctly.
- Safe manual handling must be demonstrated and explained.
- Logs that are heavy cannot be leant up to create a shelter.
- Explanation of possible hazards around the woodland
- Shelters to be checked by leader/instructor before participants can go inside.
- Instructor's will demonstrate how to take the shelter apart and get the group to help do so.
- A review of the activity should be built into the session
- On completion of the session participants assist in returning all the equipment safely and appropriately. Instructors must check all equipment is returned to the correct place.
- Following the final session of the day all equipment must be returned to store and any faults/defects reported and recorded
- If any repairs are required to equipment, then instructors are asked to make the repairs where possible or place them in the decommissioning bin.
- Any incidents/near misses with the participants must be reported to the Centre Manager and an Incident form completed as appropriate.
- In the event of an emergency Instructors to follow the Staff accident and incident emergency procedure located in the first aid kit.