**The following form is necessary to enable Kyeema staff to ensure participants are not in an area in which work is being conducted.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Names** | **Work being undertaken** | **Potential Hazards for clients** | **Controls** |
|  |  | Minor repairs around building | * Ladders
* Trip hazards e.g. leads and tools
* Power tools
 | * Supervision by staff
* Care taken by contractor
* Barricade if required
* Separation from participants arranged with managers and staff
* Personal Protective Equipment
 |

Please alert the CEO or Staff if undertaking any work that may impact Participant or Staff safety.