

## UCET Work Method Statement or Standing Operating Procedure

For other instructions relevant to this activity, please refer to:

- ED 1 RAMS Activities Outdoors with Children

### 1. The Activity

**Activity being carried out:** On site Navigation (geo-caching; orienteering, photo-mapping, letter boxing)

#### **Describe the activity:**

Children explore the grounds to find hidden points using navigation tools.

#### **What equipment is used?**

Clipboards, maps, compasses, answers sheets, pencils/pens, photos of the house and grounds, Garmin GPS handsets.

#### **What locations are approved for the activity?**

Orienteering and photomapping: Dell, Ponds, courtyard, manor house, gardens, farm, Celtic settlement, UA

Geocaching: Weary Hill woods

Approved offsite routes are available but covered under ED21 RAMs Education Groups & OTR

#### **What are we expecting the accompanying staff to do?**

Take note of the Hazard Exchange Form information shared and act on it; share information about the needs of their children and any behaviour which might affect the session with UCET staff and follow verbal instructions given on which areas to use.

Administer first response first aid to any of their children who injure themselves (Ufton staff are available to support and help if requested following the first response.)

#### **Which parts of the activity are the accompanying staff prohibited from doing?**

None.

#### **What significant hazards have you identified in the activity?**

Children getting lost and/or leaving safe areas.

#### **Are there any other issues that may affect the activity which you need to include in the control measures?**

Inspection reports and advice received from Englefield Estate's foresters.

#### **What control measures do you have already in place?**

- Boundaries are explained and/or shown at the start of the session.
- Maps or GPS handsets are provided.
- Children shown how to use equipment and maps provided
- Children work in pairs or groups.
- Visiting staff and Ufton staff walk around the area to supervise.
- 1 member of staff may position themselves in a key easy to find location and the children are made aware of this location
- Children briefed not to run on hard surfaces
- Ufton staff carry a radio and have access to a first aid kit
- School staff to administer first response first aid to any of their children who injure themselves (Ufton staff are available to support and help if requested following the first response.)

Reviewed annually unless procedure needs to change. Next Review due: Nov 2020

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**2. Hazards if exposed during the activity**

Trees and/or branches falling.

Trips/falls/cuts/grazes from woodland environment

**3. PPE to be issued and worn**

None.

**4. Risk Controls Applied**

Hazard	Likelihood	Injury Outcome	Business risk	Environmental impact	Overall risk and additional comments
Possibility of intruder	2	5	5	1	<b>50</b> Critical Incident plan is put into action
Lost child	1	5	4	1	<b>20</b> Position staff near boundary edges when Geo-caching and have a member of staff in a prominent position which children can either see or be able to find their way back to Critical Incident plan is put into action
Child absconds	1	5	4	1	<b>20</b> Critical Incident plan is put into action
Cuts, grazes and splinters	5	2	1	1	<b>10</b>
Allergic reactions	2	5	5	1	<b>50</b> See Ed 5 RAMs – activities in woodland See Ed 13 RAMs – natural resources Collect medical information to avoid materials which cause anaphylaxis. Make sure epi-pens are carried where allergies are known Hazard Forms

**Key**

Likelihood	Injury Outcome	Business Risk	Environmental Impact
1 Remote – no historical occurrences here but has happened elsewhere	1 No treatment	1 No impact	1 No impact
2 Unlikely – Occurs here but extremely rare (not in last year)	2 On site first aid administered	2 Minor impact	2 Minor Impact
3 Possible – has occurred in the last year	3 Treatment by external medical professional and same day discharge	3 Moderate short term impact	3 Moderate short term impact
4 Foreseeable – occurs occasionally (once per term)	4 Admission to hospital	4 Serious medium term impact	4 Serious medium term impact
5 Regular – occurs regularly (weekly)	5 Death or life changing injury	5 Very serious long term impact	5 very serious long term impact
<b>Multiply Likelihood x Injury Outcome x Business Risk x Environmental Impact.</b>			
<b>Any score above 25 must result in control measures being applied in the additional comments column</b>			

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