

## 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
- ED 21 RAMS Education Groups & OTR

### 1. The Activity

#### Activity being carried out: Warfare Re-enactments

##### How is the activity completed?

Children build and fire catapults. They also carry out military formations and movements. Raids involve two sides, each with their own Ufton staff member, that follow a historical story involving one or more encounters between them. This may involve 'stage fighting' which Ufton staff demonstrate and practice with groups

##### What equipment is used?

Catapults – lengths of machined wood, rope and attached firing arm

Re-enactments – axes, shields, foam rocks, spears, swords or similar signifiers

Raid – costume pieces (hats, jackets) and other props

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

Raids can be, take place and end anywhere on site, both indoors and outdoors. Generally they take place here:

- The lawns situated at the back of the barn. However other spaces with large flat open space may be used.
- Area behind walled garden at back of house for re-enactments, Celtic settlement and Viking settlements and structures within the area
- Woodland
- House and front of house for Raid
- Off site at Silchester

##### 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; Build and fire trebuchets, create and carry out historical military formations and movements as instructed. 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?

- Catapult firing
- Children with signifiers may hit each other
- Slips and trips
- Weather conditions – rainfall, cold, heat, sun

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

Allergic reactions to the environment, other medical conditions

Children becoming upset/distressed – Ufton staff to mention how drama allows people to behave differently to what they might expect but not to be upset by this as, at the end, everyone returns to normal

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

- Visual inspection of equipment and wood used for catapults and all signifiers.
- Children are informed of the hazards involved in the construction of the catapults and are instructed on how to assemble them correctly.
- Supervision during the build and activity
- Visual check of areas to be used – slip and trip hazards identified
- Round house objects moved to edges to reduce risk of trips
- Activity located elsewhere if necessary
- Any risks associated are explained to the children before and during the activity as part of the brief including making them aware of areas where there is a potential for slips and trips
- Instructions on how to act and behave with the equipment before and during the activity
- Instruction on play combat, demonstration and practice ‘fight’ – for example, tap the shield then person holding it drops to floor
- Instruction on military strategy and manoeuvres, and practice before activity
- Re-enactments and raid have at least 2 UCET staff members
- Re-enactments and raid are either scripted or closely directed by UCET staff members
- Re-enactments are closely supervised and stopped if the children do not follow instructions
- Equipment used is re-enactment equipment made of wood and rigid rubber
- Raid soldiers are instructed on how to move and behave and supervised
- Children advised to wear appropriate clothing for weather and this is checked prior to activity starting.
- Water available in heat
- Medical information is checked before the start of the activity and is on the Hazard Exchange form

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

**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> 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
Accidental injury from activity or equipment	4	3	2	1	<b>24</b>

#### 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>			