

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
- Education groups offsite

1. The Activity

Activity being carried out: Activities on the water – Raft Building

How is the activity completed?

Raft building activities are offered to some groups. This is conducted offsite and involves the construction of rafts which are then tested on the water. Equipment required will be transported to the site and then carried down to the edge of the water, then returned to the transport at the end

What equipment is used?

Barrels, timber, rope, paddles, buoyancy aids, helmets, rescue aids including throw-lines, towlines and poles, leader rucksack with first aid, shelter (pop up tents), radio, staff knife in case there is a need to cut rope, rescue craft – suggest a surf board or Stand-Up Paddle board. Ufton staff will need to be qualified or trained in bank based rescue. Anyone using the rescue craft must be competent to use it and know how to use it in a rescue situation (British Canoeing Coach)

Suitable clothing and footwear plus spare dry clothing (students own)

Warm drinks or the means to make them,

Paddles

What locations are approved for the activity?

Oval pond, moat

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; Follow safety briefing about where they stand, how they stand and how to use the equipment

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.) Supervise any land-based children

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

Entering the water, using the rescue craft

What significant hazards have you identified in the activity?

Risk of intruder

Child absconds

Lost child

Accidental drowning,

Weill's disease and exposure to other water-borne diseases,

Exposure to weather

Immersion Hypothermia

Accidental injury from equipment including head injuries, finger entrapment, cuts and grazes, limb entrapment

All students in water at same time

Entrapment under the raft

Slips and trips,

Manual handling

Ufton staff may be at risk during rescue scenarios

Allergic reactions

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

No

What control measures do you have already in place?

Participants

- Numbers checked regularly
- Information about behaviour and allergies exchanged at start of visit – Hazard Exchange Form
- Children will be shown how to use equipment
- Children will be instructed on what to do should they fall in or the raft break apart

PPE

- When near and on the water buoyancy aids will be worn
- Children will be instructed on how to put Buoyancy aids on and these will be checked by qualified Ufton staff (British Canoe Coach): buoyancy aids will be checked for best size, waist strap as tight as possible, shoulder straps adjusted, not possible for buoyancy aid to come off over the head
- Buoyancy aids will be checked before and after use, will undergo monthly and 6 monthly checks by an internal, qualified PPE Inspector and an annual check by an external, qualified PPE Inspector
- Helmets designed for paddle-sport will be provided
- Helmets will be checked before and after use, will undergo monthly and 6 monthly checks by an internal, qualified PPE Inspector and an annual check by an external, qualified PPE Inspector
- Children and supervisory adults will be instructed on what to do if a rescue needs to take place

Clothing

- Advice given before the activity about what clothing to wear
- Waterproofs will be available
- Spare clothing will be taken
- Appropriate footwear to be worn at all times

Supervision

- Children supervised by own staff and Ufton staff and will be moved away from intruder
- Critical Incident procedures known for absconding, lost or intruder
- Raft construction will be thoroughly checked before going on the water
- Ratio of one instructor to 12 participants; there will always be a second member of staff who will be bank based

Training

- Staff trained in behaviour management (Team Teach)
- Ufton staff leading the activity will hold British Canoeing level 1 coach as a minimum
- Ufton staff assisting the activity will hold British Canoeing Foundation, Safety and Rescue (Bank Based) and will have attended site and craft specific training

- They will know what to do if all students are in the water at the same time and if any are trapped under the raft
- This training will be delivered by Ufton’s Technical Advisor who is a Coach level 5 and Coach trainer and qualified to deliver such training
- There will be at least 1 rescue trained staff on the bank
- UCET staff all hold 16 hour first aid qualifications which are kept in date

General

- All cuts to be covered with a waterproof plaster
- Activity will not take place if weather is too cold or windy
- Shelter will be available if needed
- Survival bags lined with foil blankets to be taken
- Ufton staff trained to treat hypothermia
- Consider taking a flask of hot water so hot drinks can be made
- Staff will have access to rescue equipment which may include a knife for cutting rope as well as reaching aids and throw lines
- Rescue staff should only go on the water if qualified to do so or if this action is necessary and the last resort
- Instruction will be given with regards to lifting and carrying equipment and rafts
- Leaders carry a company mobile phone and radio for use in an emergency

2. Hazards if exposed during the activity

Drowning, hypothermia, exposure

3. PPE to be issued and worn

Buoyancy aids, paddle-sport helmets

4. Risk Controls Applied

Hazard	Likelihood	Injury Outcome	Business Risk	Environmental impact	Overall risk and additional comments
Possibility of intruder	2	5	5	1	50 Critical Incident plan is put into action
Lost child	1	5	4	1	20 Critical Incident plan is put into action
Child absconds	1	5	4	1	20 Critical Incident plan is put into action
Cuts, grazes etc	5	2	1	1	10
Allergic reactions	2	5	5	1	50 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 equipment including head injuries	4	3	1	1	12
All students in the water at the same time	3	3	1	1	9
Entrapment under the raft	1	5	4	1	20
Accidental drowning	1	5	5	1	25 Wear buoyancy aids Ufton staff trained on water rescue
Weill's disease and exposure to other water-borne diseases,	1	5	4	1	20
Exposure to weather	1	4	4	1	16
Immersion Hypothermia	1	4	3	1	12
Slips and trips,	2	3	2	1	12
Manual handling	1	3	2	1	6
Ufton staff may be at risk during rescue scenarios	1	4	4	1	16

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
Multiply Likelihood x Injury Outcome x Business Risk x Environmental Impact.			
Any score above 25 must result in control measures being applied in the additional comments column			