

UCET Work Method Statement or Standing Operating Procedure

1. The Activity being carried out:

<u>Working Offsite – with education groups</u>	<u>Working Offsite – Ufton on the Road</u>
How is the activity completed?	
Some visiting education groups request Ufton Staff led activities off site. This will be incorporated into their programme and members of staff allocated to that activity – the ratio will depend on the number of children, their needs and the nature of the activity. The children are also accompanied by their own staff team throughout these activities.	Education groups are able to book the Education team to deliver an agreed programme on their own site. This could have an historical content or Outdoor/Adventure content. The education team load their vehicles with the resources required, unload at the venue, repeating the process at the end of the day
What equipment is used?	
Radio and/or mobile phone; rucksack containing first aid kit, bin bags, emergency shelter, site contact details; equipment for activity e.g. maps and compass, fishing rods, crayfish nets, containers for water, rescue aid if near water; high viz vests	This will depend on the programme selected. The Historical programme stores its resources in a number of large plastic, lidded boxes and covers Celts through to WW2. There are also corrugated paper screens which are rolled up and stored in canvas bags Replicas: shields (Roman, Saxon/Viking), spears, swords Face paints The Outdoor/Adventure programme would use resources for that programme which might include fire bowls and fire-lighting kits, tarps for shelter building Personal vehicles, trailer available
What locations are approved for the activity?	
Oval pond, local footpaths around site and Ufton Nernet	Schools and Forest school bases
What are we expecting the accompanying staff and students to do?	
Listen to safety instructions for walking along the roads and the activity, and follow them, alert others in the group by shouting “car”	Confirm programme in advance, listen to instructions around safety and the activity
Which parts of the activity are the accompanying staff and students prohibited from doing?	
Leave the group; ignore the safety instructions; misuse of equipment	Using the equipment unsupervised or in an a way which could cause damage or injury

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What significant hazards have you identified in the activity?	
Injury caused by vehicles, slips and trips, falling in the water, lone working	<ul style="list-style-type: none"> • Injuries sustained from manual handling • Injuries sustained from handling weapons • Lone working • Injuries sustained from working outdoors • Injuries sustained from working in an unfamiliar building • Allergic reaction to face paints
Which extremes of weather would prohibit the activity from happening?	
Storms, snow, extreme ice, high winds	Extreme weather could necessitate postponing the visit or changing the programme. Severe storms, flooding, snow or ice could affect the activity
Are there any other issues that may affect the activity which you need to include in the control measures?	
Incident involving the group and/or staff which require additional assistance	
What control measures do you have already in place?	
<ul style="list-style-type: none"> • Staff leading the activity complete an Offsite Activity form which informs the Office about route, venue, numbers, staff and expected time of return • Contact made with office if there is to be a delay in the time of return • Staff report back in upon return • First aid kits checked regularly and kept stocked, maps carried, rescue aid carried • Equipment is checked and in good repair • Radio and mobile phone are always carried • Keys for barrier at top of track to Oval pond are held at Ufton so vehicles have access • Agreed process in place if an incident occurs • Walking bus process adopted for walking along lanes i.e. high viz vests front and back and along the line, group walks in single file or double if space permits, responsible adult at back of line, walk facing on-coming traffic, listen for the sound of approaching traffic. • Group briefed about walking along the lanes before the start • Members of group alert others to traffic by shouting “car” • Group briefed about water safety before activity begins • Individuals assigned spaces around the water’s edge and supervised by teachers 	<ul style="list-style-type: none"> • Vehicles are checked for in date insurance, MOT and Road tax • Members of staff are able to bring vehicle as close to store as possible for loading and unloading • Trolley/ sack lift used to transport boxes to and from vehicle • Where ever possible help should be sought if having to take any equipment up and down stairs • Check the venue before attending for ease of access, help available, nature of location, who to report to upon arrival • Make sure that you are aware of evacuation and emergency procedures for the venue, and any other H/S specific to the place • Make sure that you are not alone with a child or small group of children, and that there are other adults close by • Safe lifting protocols to be followed – avoid lifting heavy items from ground level, keep back straight, keep loads close to body, do not twist torso when lifting • Agree lone working procedure before going to venue – who to call upon arrival, who to tell as you leave. • Wear appropriate clothing for loading and unloading and also for activities and environmental conditions • Staff have completed on-line Manual Handling • Children shown how to use and handle replica weaponry and supervised whilst it is being used • Face-paints used are hypoallergenic

2. Hazards if exposed during the activity

<u>Working Offsite – with education groups</u>	<u>Working Offsite – Ufton on the Road</u>
	Injury to muscles and joints caused by lifting/carrying heavy loads

3. PPE to be issued and worn

<u>Working Offsite – with education groups</u>	<u>Working Offsite – Ufton on the Road</u>
High viz vests, radios and/or mobile phones	On the road driver’s kit to be carried- first aid, extinguisher, triangle, gloves

4. Other safety Instructions

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	Own vehicle must be kept in a road worthy condition

5. Other controls applied

6. Risk Controls Applied

Hazards when offsite	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
Slips and trips	5	3	1	1	15
Cuts, grazes and splinters	5	2	1	1	10
Traffic accident	1	5	5	1	25
Stings and bites	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

Working Offsite RAMS 2 – Education Groups Offsite and On the Road

Environmental injury due to weather – heat stroke, heat exhaustion, sun burn, hyperthermia, hypothermia	2	3	1	1	6
Adverse weather – ice, snow, high winds, thunder and lightning	4	5	5	2	200 Move activity out of woodland Change activity See On site RAMs 4 – extreme weather Critical Incident plan is put into action
Branches dropping on to people	1	5	5	1	25 See Ed 5 RAMs – activities in woodland See Trees 1 RAMs
Weill's/Lyme's disease	1	5	5	1	25 Wash hands – avoid standing and stagnant water, cover open wounds with waterproof plaster before activity Information on website and visiting teachers' folder Avoid standing water and long grass
Separation of group	1	5	5	1	25 Ufton adult at front and back of group Route pre-planned before setting off
Falling in body of water	1	5	5	1	25 Ufton staff trained in water rescue

Hazards when On the Road	Likelihood	Injury Outcome	Business risk	Environmental impact	Overall risk and additional comments
Injuries sustained from manual handling	3	3	3	1	27 Considering reducing the content/weight of some boxes
Injuries sustained from handling weapons	2	2	2	1	8
Injuries sustained from working outdoors	2	3	2	1	12
Allergic reaction to face-paints	2	5	5	1	50 Collect medical information to avoid materials which cause anaphylaxis.

RAMS reviewed annually unless procedures change. Next review due: Nov 2020
Document Owner – Neil Gauld

Working Offsite RAMS 2 – Education Groups Offsite and On the Road

					Make sure epi-pens are carried where allergies are known
Injuries sustained from working in an unfamiliar building	1	3	3	1	9
Lone working	2	2	1	1	4 Consider using an Ufton Court phone upon arrival and when you leave
Traffic accident	1	5	4	1	20

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			