

UCET Work Method Statement or Standing Operating Procedure

This RAMS document is to be read before leading ANY activity based indoors
Also read ED RAMS 20 Cooking with Children

1. The Activity

Activity being carried out: Activities indoors and living indoors with children

How is the activity completed?

Educational groups bring children on site to take part in activities on site, some of which are based indoors. School leaders are responsible for their children when running their own activities.

Children staying in the cabins prepare and cook their own meals and are supervised by Ufton staff whilst doing so.

What equipment is used?

Resources not requiring specialised knowledge or training are available and instructions given on how to use these

- Range of stationery items, including scissors and craft knives
- Hand tools
- Brasses
- Clipboards
- Artefacts boxes
- Natural resources
- Cutlery and household domestic items, e.g. sieves
- Stuffed animals
- Navigation equipment
- Re-enactment signifiers
- Range of construction items, e.g. rope
- Range of STEM equipment, e.g. lollipop sticks, eggs

What locations are approved for the activity?

House, Barn, Barn kitchen, Archers' Hall, Stable Block, Parlour, Farm out buildings, Round house and out buildings, Viking longhouse and out buildings, Hacking Tent, Kitchen Cabin, Sleeping cabins

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; to make sure that external doors are closed. Make sure that they know where all their children are and that no child is anywhere alone.

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.)

To make sure that doors are closed and locked and, where necessary, that ground floor windows are secure, before retiring for the night

To make sure that the cabins the children sleep in are locked during the day, when the children are in bed and alarm is set

Children must follow instructions when preparing and cooking food

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

Some activities must be led by a qualified member of Ufton and participation in these activities cannot happen without this

What significant hazards have you identified in the activity?

Possibility of intruder; fire; child leaves the building unaccompanied, ingestion of materials, injury caused by object, bedrooms on the ground floor (house and cabins), injury due to mishandling of cooking utensils, allergic reaction to food, illness due to poorly prepared and cooked food, injuries caused by burns and scalds, slips, trips, bumped heads, trapped fingers

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

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

Repair/maintenance work in the building; power failure

What control measures do you have already in place?

- Hazard exchange form outlines any works, other groups, other events etc. – signed and school retain a copy as does UCET
- 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.)
- First aid kits available in all buildings
- Medication associated with allergies is always carried by the visiting staff
- Hazard exchange form includes any behavioural issues and any medical conditions
- Briefing given to children about doors and being safe inside, and never being alone anywhere
- All on site are signed in and wear appropriate badge – explained during Hazard Exchange briefing
- Briefing given for any Ufton resourced activity being led by school leaders
- Children briefed about careful handling of artefacts
- Children warned not to ingest any materials
- Visiting staff know whereabouts of children at all times and supervise them during break times
- Children are supervised whilst doing activity by Ufton and/or school staff
- Use of the indoor spaces for education purposes is carefully managed to prevent 2 different groups being in the same place at the same time
- All UCET staff have radios
- Critical Incident plan is in place and has been shared
- Fire briefing given to all day visitors and fire drill takes place for all residential visitors from children's bedrooms on first day
- Each of the children's cabins has a push alarm which sets off an alarm which can be heard in the Teachers' cabin and the kitchen cabin
- Cabins includes a briefing about how to summon help at night
- Alarm sounds in teachers' cabin if children's cabin external door is opened at night
- Teachers using the cabins are shown how to set alarm for cabins
- Residential staff are briefed about out of hours contact and on call staff member will make contact with groups by 8pm each evening
- External doors are kept closed at all times
- External doors and ground floor windows checked by education team before leaving for the day and school staff advised to check again before they retire for the night
- Deaf guards are available for children with hearing impairments
- Emergency lighting comes on when power fails, torches also available.
- Only resident teachers are given keys, Ufton staff are the only ones who know codes for doors. Schools are given code to outdoor Buttery toilets
- Some indoor spaces have uneven floors or paved so gaps could cause trips. Any damage noticed must be reported to the Site Team for repair
- Steps/Stairs are regularly checked for damage
- Children do not carry heavy or hot dishes
- All bags to be kept away from heaters to avoid the plastic melting and possibly igniting
- All set dressing screens to be kept away from heaters to avoid them possibly igniting
- Barn bar flap to be kept down
- Barn floor tiles and grouting to be checked to reduce risk of slips and trips. Any issues to be reported using the Barn floor reporting sheet
- Kitchen areas and utensils kept clean
- Colour coded chopping boards used

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- Temperature of cooked food is recorded
- Sample of food kept for a month
- Ufton staff have completed Food Hygiene level 1
- Children briefed and shown how to use equipment, and hygiene measures they must follow

2. Hazards if exposed during the activity

3. PPE to be issued and worn

Oven gloves to be used when putting in and taking things from the ovens

4. Other safety Instructions

Stable block is also used for wattling – refer to Natural Materials RAMS

5. Other controls applied

6. 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
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
Allergic reactions	2	5	5	1	50 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
Fire in the building	1	5	5	5	125 Critical Incident plan is put into action
Accidental injury from mishandling object	2	2	1	1	4
injury due to mishandling of cooking utensils	2	3	1	1	6
allergic reaction to food,	1	5	4	1	20
injuries caused by burns and scalds	2	2	1	1	4

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illness due to poorly prepared and cooked food,	1	4	4	1	16
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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			