

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: Activities near Water

How is the activity completed?

Education groups can opt to undertake activities near water such as fishing or pond dipping. This involves standing at the water's edge and using equipment. These are supervised by members of UCET staff.

What equipment is used?

Fishing rods, crayfish traps, pond dipping nets, plastic trays, buckets, lenses, rescue aids including throw-lines and poles, leader rucksack with first aid, shelter, radio, buoyancy aids when fishing, mobile phone if offsite

What locations are approved for the activity?

Oval pond; top pond on site; pond with platform on site; fishponds at Ufton Nervet, bridge at bottom of bridle path behind fishponds

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.)

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

Entering the water,

What significant hazards have you identified in the activity?

Accidental drowning, Weill's disease, exposure to other water-borne diseases, exposure to weather
Accidental injury from equipment, slips and trips, wheelchairs with child falling into water

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?

- Full safety briefing given at the site including what to do if they fall in
- Children are allocated a space and a supervisory adult
- Number of children on dipping platform limited to 8 in crouched position unless entering or exiting platform
- Ufton staff fill any buckets or trays with water, children will be briefed on how to do this safely
- Children shown how to use equipment correctly and then watched during activity
- Any open wounds must be covered with a waterproof dressing before the activity starts
- Children should wear appropriate clothing which is checked before the activity

- Wheelchair brakes to be put on and chocks on front wheels, undo strap from around child, adult helper present at all times
- Buoyancy aids to be fitted for all children collecting Cray fish nets
- Ufton leaders carry a rucksack which will contain first aid, shelter Offsite mobile phone, snack and appropriate drink
- Areas used are shady so will protect against sun
- Leaders carry a rescue aid and know how to use it
- Leaders carry a radio so they can call for backup; offsite mobile phone carried when offsite
- Children will wash hands once the complete the activity or use wipes if offsite until back at a washing station on site
- School’s leaders advised about symptoms of Weill’s disease and what to do if theses materialise
- 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.)
- UCET Education staff all hold 16 hour first aid qualifications which are kept in date
- All UCET Education team have received Bank based water safety and rescue training
- Staff team will ensure that Buoyancy aids are fitted correctly: select best size buoyancy aid, waist strap is secured as tight as possible, shoulders are adjusted to best fit, check that it is not possible for buoyancy aid to come off over the head
- Staff team will have long reaching aids at hand when on site as well as throw-lines and will position themselves where they can see all children
- Children to be supervised at all times

2. Hazards if exposed during the activity

Drowning, hypothermia, exposure

3. PPE to be issued and worn

Buoyancy aids for cray fishing

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 and splinters	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	4	3	1	1	12
Accidental drowning	1	5	5	1	25 Wear buoyancy aids if using the oval pond or moat Ufton staff trained on water rescue
Wheel chair falling into water	1	5	5	1	25 Wear buoyancy aids Ufton staff trained on water rescue

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			