

UCET Work Method Statement or Standing Operating Procedure

This RAMS document is to be read before leading ANY activity based outdoors

1. The Activity

Activity being carried out: Activities outdoors with children

How is the activity completed?

Educational groups bring children on site to take part in activities based outdoors. School leaders are responsible for their children when running their own activities and are responsible for their children's compliance whilst doing the activities.

In the woodlands, activities involve children either walking through the woodland on a trail or doing a longer activity which requires them to be static and possibly under tree canopy (referred to as loitering).

What equipment is used?

- A range of tools and construction materials, fire-lighting materials, cooking resources, navigation tools, historical re-enactment resources, archery equipment, low ropes, pond dipping, fishing, Farm.
- Refer to separate RAMS documents for more details.

What locations are approved for the activity?

- Woods are zoned; locations will depend on other users and advice from Foresters and level 1 tree inspector
- Archery Woods and Saxon paths – safe to use for archery and to loiter
- Viking Settlement can be used and loiter in
- History Woods can be used and loiter in
- Weary Hill can be used and loiter in (except the crossroads area)
- Conservation Area - do not use
- Adventure Woods can be used and loitered in, however people are not to wander off the designated paths or activity area.
- Orchard
- Dell can be used to loiter in but do not loiter under the Red Oak, Liquid Amber, Dawn Redwood or Swamp Cypress. These tree are managed with long grass and/or mulch to discreetly discourage people from loitering below and to improve the health of the trees.
- Other trees have been identified as unsafe to loiter around; this information is shared with the Education Team and are identified on the grounds management map.

What are we expecting the accompanying staff to do?

Act upon information on their Hazard Exchange form and stay out of areas as advised. Hazard form is completed for each visiting group and shared upon arrival as possible by Ufton staff. Visiting group sign and retain a copy as does Ufton. Schools should share information about the needs of their children and any behaviour which might affect the session with UCET staff. 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.)

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

Some activities must be led by a qualified member of Ufton staff and participation in these activities cannot happen without a qualified staff member present. Safety and activity instructions must be adhered to.

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

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Adventurous activities must be led by Ufton qualified staff; Hazard exchange form will explain this, accessing Low Ropes and Blind Trail, stay on paths when unaccompanied by UC staff

What significant hazards have you identified in the activity?

- Possibility of intruder
- Lost child
- Child absconds
- Slips and trips
- Falls
- Burns and scalds
- Fire
- Accidental injury
- Environmental injury due to weather – heat stroke, heat exhaustion, sun burn, hyperthermia, hypothermia
- Impact from things falling on to people
- Allergic reactions
- Cuts grazes and splinters
- Stings and bites
- Allergic reaction
- Adverse weather – ice snow, high winds, thunder and lightning
- Weill's Lime disease
- Trees, branches or limbs falling on to staff or members of the public resulting in death or life changing injuries
- Falling chestnuts
- Exposure

Which extremes of weather would prohibit the activity from happening?

Activities may need to alter in the following weathers:

- Extreme cold
- Extreme heat
- Heavy rainfall
- Heavy snowfall
- Wet or icy conditions making surfaces slippery
- Thunder and lightning storms
- Strong winds – prevent use of woodland

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

Work on the grounds by contractors

Inspection reports and advice received from Englefield Estate's Foresters.

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.)
- Hazard exchange form includes any behavioural issues and any medical conditions
- Briefing given to children about being safe outside, and never being alone anywhere
- Briefings include walls, slips and trips, 3 F's (face, fingers and feet)

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- Briefing includes explanation of staff/visitor identification
- Children work outside in pairs or groups
- Children's locations are known by their staff
- All UCET staff have radios
- Critical Incident plan is in place and has been shared
- Advice on what to bring is sent to schools prior to visit
- Footwear and clothing checked before activity
- Outdoor conditions assessed and activities and locations changed if needed
- Briefing given for any Ufton resourced activity being led by school leaders
- All on site are signed in and wear appropriate badge – explained in briefing
- Staff know whereabouts of children at all times
- Children are supervised whilst doing activity
- In windy weather, activities are moved from the woodland
- During Thunder and lightning storms activities are moved indoors and everyone is removed from the woodland
- Woodlands are checked after every storm and are subject to external checks
- Any remedial work required is reported and Englefield Foresters informed – that area is put out of bounds until the work completed
- All woodland work recommended or highlighted in reports is completed as soon as possible and that area is put out of bounds until the work has been completed
- Woodland is zoned and designated as to what types of activity can be conducted there – e.g. loiter, or walk through
- Fires are lit under supervision in fire bowls or designated fire pits/hearths where there is no risk of fire spreading
- Farm has been zoned into areas needing PPE and a strict hygiene system is in place.
- PPE is provided where there is a risk of burns or scalds, or when working on the Farm
- Use of the grounds for education purposes is carefully managed to prevent 2 different groups being in the same place at the same time
- Equipment and PPE is regularly checked before use
- Low ropes course and PPE is checked by external companies and internally
- Rescue aids are carried if near water
- Staff trained to use rescue aids
- First aid carried if away from buildings
- Medication associated with allergies is always carried by the visiting staff
- Traffic coming on to site is carefully managed in terms of speed and parking; electronic gate, speed limit is 10mph, sleeping policeman and children on site signs

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

Accidental injury, weather related injuries, missing child, impact injuries

- Possibility of intruder
- Lost child
- Child absconds
- Cuts grazes and splinters
- Stings and bites
- Allergic reaction
- Adverse weather – ice snow, high winds, thunder and lightning
- Weill's Lime disease
- Fire
- Burns
- Scalds

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- Accidental injury from (tools)
- Trees, branches or limbs falling on to staff or members of the public resulting in death or life changing injuries
- Slips and trips due to muddy conditions and leaf mulch
- Falling chestnuts
- Exposure

3. PPE to be issued and worn

- Fire proof gloves, helmets, goggles and as directed on the specific activity RAMS
- Climbing helmets used for low ropes and element activities
- Children encouraged to wear hats in the autumn

4. Other safety Instructions

- Refer to all other Education RAMS documents relating to activities outside: Using Tools, Low Ropes, Barn and Surrounds, Woodland, Near Water, On the Farm, Archery, Construction, Fire lighting, Using Natural Resources, Navigation, Warfare re-enactments
- Ensure you have read and understood Safeguarding RAMS
- Members of staff who undertake checks should not enter the woodland if it is deemed to be too windy i.e. Force 7 or 32-38mph (lower wind speeds if direction is not from SW, or there are leaves on the trees), if tree limbs are moving and touching on Weary Hill, do not use Low Ropes.

5. Other controls applied

- Hand held anemometer used to assess wind-speed in a number of places in the woodland zones,
- Met Office weather forecast is accessed for expected wind-speeds and timings
- Education managers will decide on what activity can take place – static or walk through,
- Regular ground checks will have established which trees pose the most risk and Education Team advised as to tree and zone
- Englefield Estate will number the mature trees with metal tags so they can be easily identified and avoided in windy weather; and also enable easier reporting of risks identified
- Alert group to slip possibility before the activity begins
- Talk about the F's – Face, fingers, feet
- Stay to defined paths
- After a weather event (usually but not exclusively a named storm) the woods are not to be used until they have been inspected by a level 1 tree surveyor e.g. Grounds-man or Site manager
- 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.)

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
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

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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
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
Fire	1	5	5	5	125 See Ed 11 RAMs – Fire lighting Check area for dryness, exposed roots Ensure fire is properly extinguished Check later to ensure fire is out
Burns	4	4	1	1	16
Scalds	3	4	1	1	12
Accidental injury from activity or equipment	4	3	1	1	12

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			