

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
- ED 13 RAMS Natural Resources

1. The Activity

Activity being carried out: Fire-lighting (including camp fires and kelly kettles)

Describe the activity:

Camp fires: children gather round a ready lit fire and play games, sing songs, tell stories and toast marshmallows

Fire-lighting: children gather resources needed to build a fire then build and light a fire using a fire striker. They may then toast and eat marshmallows or eat doughnuts.

Kelly Kettles: children gather resources and build and light a fire in the base of the Kelly kettle. Once the kettle has boiled they then pour the water to make a hot drink.

What equipment is used?

Camp fires: toasting forks, marshmallows, strawberry laces, After 8 mints, burns kit, water, fire blanket, first aid kit,

Fire-lighting: toasting forks, marshmallows, doughnuts, burns kit, water, fire blanket, first aid kit, bags, wood, paper, cotton wool, fire strikers, kneeling mats, fire gloves. They might use a fire bowl for this activity

Kelly Kettles: Kelly kettle, burns kit, water, fire blanket, first aid kit, fire gloves, bags, wood, paper, cotton wool, Kelly kettles, fire strikers, kneeling mats.

What locations are approved for the activity?

Potentially flexible (provided away from building and exposed tree roots) but mainly UCA, History and Adventure Woods, Celtic settlement, Viking settlement

What are we expecting the accompanying staff to do?

Adopt safe postures and behaviours as advised by UC staff i.e. not leaning over fire, striking away from self and others, using one-knee kneeling position, working from behind smoke tying hair back, keeping loose clothing under control

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?

Kelly Kettle: carrying Kelly kettles. Dynamic risk assessment carried out for students. Supervising Ufton Court staff will put fires out when the activity has finished or supervise children to do this

What significant hazards have you identified in the activity?

Burns/scalds, stab/poke with toasting forks, setting items alight, food allergies, smoke, sparks, spread of fire in woodland

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

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

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

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What control measures do you have already in place?

- UC staff will demonstrate correct postures and behaviours to adopt around the fire and how to safely use the equipment.
- Hair tied back and flammable clothing/items removed out of the way.
- Position up-wind of fire will avoid smoke
- Hazard exchange form to be completed advising on allergies.
- Burns kit and first aid kit carried
- Radio carried
- Water available for putting out flames
- Fires always extinguished at end of activity by Ufton staff or they will supervise children to do this
- Woodland floor cleared of leaf litter and checked for dryness to avoid possibility of fire spreading
- If fire has not been made in a fire bowl there will be another check later in the day to make sure fire is still extinguished
- Area around woodland floor fire defined with physical boundary
- 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.)

2. Hazards if exposed during the activity

Trees and/or branches falling; Trips/falls/cuts/grazes from woodland environment; Sparks from fire

3. PPE to be issued and worn

Fire gloves worn when moving Kelly kettles after they have been lit – for secondary students only after UC staff dynamic risk assessment.

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

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Fire in the woodland	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
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			