

UCET Work Method Statement or Standing Operating Procedure

1. The Activity

Activity being carried out: *Living indoors with children*

How is the activity completed?

Educational groups bring children to stay residentially on site. School leaders are responsible for their children when running their own activities and overnight

What equipment is used?

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

What locations are approved for the activity?

House, Cabins (very occasionally the barn is used as a sleeping space)

What are we expecting the accompanying staff to do?

Take note of the Hazard Exchange Form information shared and act on it; to make sure that doors are closed and locked and ground floor windows are closed before retiring for the night; make sure that they know where all their children are and that no child is anywhere alone.

Make sure that the cabins the children sleep in are locked and alarm set

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?

Anything identified on the Hazard exchange form

What significant hazards have you identified in the activity?

Possibility of intruder; fire; child leaves the accommodation; bedrooms on the ground floor (house and cabins),

Which extremes of weather would prohibit the activity from happening?

None

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; utilities 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
- Briefing given to children about doors and being safe inside, and never being alone anywhere

- Fire drill takes place from children’s bedrooms on first day
- Each of the children’s cabins has a Panic button 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
- Teachers using the cabins are shown how to set alarm for cabins
- Residential staff are briefed about out of hours contact
- All adults on site are signed in and wear appropriate badge – explained in briefing
- 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
- Alarm sounds in teachers’ cabin if children’s cabin external door is opened at night
- Emergency lighting comes on when power fails, torches also available.
- Staff know whereabouts of children at all times
- 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.)
- School staff administer medication to their children in accordance with their procedures
- External doors are kept closed at all times
- Only resident teachers are given keys, Ufton staff are the only ones who know codes for doors
- Out of hours will come and brief resident leaders if other utilities fail, and if fire alarms go off.

2. Hazards if exposed during the activity

3. PPE to be issued and worn

N/A

4. Other safety Instructions

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
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
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
Fire in the building	1	5	5	5	125 Critical Incident plan is put into action

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			