

**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 11 RAMS Fire lighting
- ED 13 RAMS Natural Resources

**1. The Activity**

**Activity being carried out: Sleeping Outdoors (in the woods or camping)**

**How is the activity completed?**

Children build shelters on site and then sleep overnight in them, some organisations hiring the site might encourage their children to sleep overnight in tents.

**What equipment is used?**

Tarps, rope, sleeping mats, sleeping bags, poles, pegs  
External organisations intending to camp will bring their own tents.

**What locations are approved for the activity?**

Adventure Woods, some other woodland areas, Ufton Adventure

**What are we expecting the accompanying staff to do?**

Follow safety instructions, teachers to sleep outside with UA children  
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.)  
External organisations who will camp must complete their own risk assessment, check that their tents are in good condition and adopt their own safeguarding procedures

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

Leaving the area without a member of staff,  
No flames under shelter or in tents

**What significant hazards have you identified in the activity?**

- Exposure to cold temperatures
- Impact from falling branch
- Impact from falling shelter construction
- Intruders
- Child absconding
- Tripping over pegs

**Which extremes of weather would prohibit the activity from happening?**

Strong winds, freezing temperatures, heavy rainfall, snow

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

Allergic reactions to the environment, other medical conditions

**What control measures do you have already in place?**

- No flames or fires near tents or shelters
- Supervision during the build and overnight activity

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

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## Education RAMS 17 – sleeping outdoors



- Visual check of areas to be used – slip and trip hazards identified
- Activity located elsewhere if necessary if windy
- Activity located elsewhere if tree inspection identifies risk of branches falling
- Suitable areas of woodland have been identified and made safe for activity, these areas are checked regularly.
- Any risks associated are explained to the children before the activity as part of the brief
- Instructions on how to act and behave
- Children advised on how to keep warm
- Children advised to wear appropriate clothing for weather and this is checked prior to activity starting.
- Medical information is checked before the start of the activity and is on the Hazard Exchange form
- Supervising school leaders are responsible for ensuring that medication is given correctly and at the right time
- 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.)
- Supervising leaders sleep out overnight with children
- Sleeping in the woods activity led throughout by UA staff team
- Site is gated

### 2. Hazards if exposed during the activity

Heat related injuries, lost child

### 3. PPE to be issued and worn

Sleeping mats and bags

### 4. Risk Controls Applied

Hazard	Likelihood	Injury Outcome	Business risk	Environmental impact	Overall risk and additional comments
Possibility of intruder	1	5	4	1	<b>20</b> Critical Incident plan is put into action
Lost child	1	5	2	1	<b>10</b> Critical Incident plan is put into action
Child absconds	1	5	4	1	<b>20</b> Critical Incident plan is put into action
Cuts, grazes and splinters	5	2	1	1	<b>10</b>
Allergic reactions	2	5	5	1	<b>50</b> 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	1	5	5	5	<b>125</b> 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	<b>16</b>

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Education RAMS 17 – sleeping outdoors



Scalds	3	4	1	1	12
Impact from falling shelter construction	1	2	1	1	2

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
<p><b>Multiply Likelihood x Injury Outcome x Business Risk x Environmental Impact.</b>  <b>Any score above 25 must result in control measures being applied in the additional comments column</b></p>			