

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: **Low Ropes**

How is the activity completed?

Children move around from one platform to another using ropes and beams as a team

What equipment is used?

Ropes, wire, wood, chains, bridge build – ropes and wires fixed in between trees. Wood platforms for children to move on to and off the element and is also used for construction of the elements, Instructor rucksack containing radio and first aid kit

What locations are approved for the activity?

Low ropes course in the woods and UA field

What are we expecting the accompanying staff to do?

Follow safety briefing, act as Spotters as required following training given.

Climb up to the equipment and then traverse from one place to another with varying degrees of difficulty.

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?

Climbing on parts of the equipment that is not designed to hold weights (e.g. a fixing on a tree). Using the equipment without a qualified instructor present after a full safety briefing

What significant hazards have you identified in the activity?

- Falling to the ground.
- Knocking against equipment.
- Trip hazards from ground or ropes.
- Chaffing of skin on ropes, wire or wood.
- Falling branches.
- Clothing being trapped.
- Fingers being pinched
- Head impacting against something hard
- Slips and trips
- Allergies to environment
- Weill's and Lyme's disease
- Exposure to elements
- PPE being trapped

What control measures do you have already in place?

Before you get there

- Pre-use check completed including visual inspection of tree canopy for any loose branches
- Personal protection equipment (helmets) check
- Top-to-toe check: long hair tied back, jewellery removed or secured, loose clothing removed or tops done up, pockets emptied, sensible trousers, sensible footwear
- Fit helmets - different sizes and so best fit allocated
- Instructor carries rucksack with first aid kit and radio
- Bring planks/equipment as necessary for the activity

When you get there

- H&S briefing given
- Materials explained – wood, metal, rope – and points of contact
- Instruct users to walk around elements, not under cables
- Tell users to only use elements they are being instructed on
- Instructions on how to 'spot' for people on the elements to help break a fall
- Inform users how to come off equipment, no jumping from platforms

Whilst on the equipment

- Ensure participants are spotting, where necessary
- Instructor to be aware of and to control the position of spotters
- Instructor to be vigilant towards unsafe behaviours
- Be mindful of changes to weather. If conditions deteriorate, the activity is halted and the children moved out of the woodland to warmer and drier environments

Other

- PPE has vigorous internal monthly check, and 6 monthly external checks and is checked before and after use.
- Equipment put into quarantine if unsure of fitness for purpose
- Internal checks completed by those with 1 day LOLER certification
- External check completed by holder of 4 day LOLER certification
- Entire course is checked annually by an external company – ERCA regulated
- Wind anemometer to measure wind to avoid gusts.
- Woodland subject to vigorous management for educational use
- Visual inspection of the ground to clear any trip hazards.
- 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.)
- Instructors hold Outdoor and Paediatric First aid qualifications (18 hour minimum).
- On-going dynamic risk assessments by instructor.
- All staff leading Low Ropes at Ufton will hold the ERCA Low Ropes Course Instructor or equivalent qualification
- Open wounds should be covered by waterproof dressing
- Details of allergies and medication checked upon arrival and again before activity starts by their teachers

2. Hazards if exposed during the activity

Wet slippery ground; tree branches dropping; uneven surfaces; allergies to environment; Weill's and Lyme's diseases; wind; rain; and exposure.

3. PPE to be issued and worn

Helmets – fitted and checked by qualified staff.

4. Other safety Instructions

Please refer to other relevant RAMS – Activities in the Woodland; Activities Outdoors with Children

5. 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
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
Fall from height and impact injury	5	3	1	1	15

Impact injury to head and other parts of bodies	1	5	5	1	25 Ensure that PPE is fitted correctly, check clothing is suitable Ensure 'spotters' follow their brief Monthly PPE checks
Chaffing and pinched fingers	2	2	1	1	4 Show children the points where this might happen and how to avoid
Clothing becoming trapped	1	2	1	1	2 Show children the points where this might happen and how to avoid

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			