

## UCET Work Method Statement or Standing Operating Procedure

### 1. The Activity

Activity being carried out: **Activities in the Barn and Surrounds - children**

#### **How is the activity completed?**

Educational groups bring children for the day; also used on last day of Residential visits. School leaders are responsible for their children when running their own activities. Banquets take place in the barn and Archers' Hall for the Residential groups

#### **What equipment is used?**

Resources will depend on programme requested but will not pose a hazard. If tools are used please refer to Use of Tools RAMS

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

Barn, Archers' Hall, Stable Block, Barn courtyard, grass area between Dell and Barn, orchard

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

Take note of the Hazard Exchange Form information shared and act on it; share information about the needs and specific behaviours of their children; 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 Court and participation in these activities cannot happen without this

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

Possibility of intruder; fire; child leaves the main group; other site users; trip hazards; orchard trees, impact involving signifiers e.g. shields, axes

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

Heavy rainfall or strong winds, extreme heat may result in a change of programme

#### **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; power 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 being safe on site, and never being alone anywhere
- Fire procedures explained
- 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.)
- All on site are signed in and wear appropriate badge – explained in briefing
- Safety on site Briefing given to all upon arrival before activities begin
- Emergency lighting comes on when power fails, torches also available.
- Staff know whereabouts of children at all times and supervise them during break times
- Only resident teachers are given keys to house or cabins, Ufton staff are the only ones who know codes for doors
- Barn and courtyard floors are uneven and paved so gaps could cause trip
- Steps in courtyard could also cause a trip
- Banquet activities are managed by Ufton Staff, use of signifiers is explained
- Dances are managed so slips and trips are avoided
- Children do not carry heavy or hot dishes.
- Staff on hand to advise if any utility failure
- Day group use of signifiers is explained, demonstrated and monitored – e.g. shields, axes
- All bags to be kept away from heaters to avoid the plastic melting and possibly igniting
- All set dressing screens to be kept away from heaters to avoid them possibly igniting

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

Injuries due to slips, trips and impact with shields and axes

**3. PPE to be issued and worn**

N/A

**4. Other safety Instructions**

Children shown how to use shields and axes, use is monitored.

**5. Other controls applied**

**6. Risk Controls Applied**

Hazard	Likelihood	Injury Outcome	Business Risk	Environmental Impact	Overall risk and additional comments

Reviewed annually unless procedure needs to change. Next Review due: Dec 2019  
 Document owner – Neil Gauld

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

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					wounds with waterproof plaster before activity Information on website and visiting teachers' folder Avoid standing water and long grass
Fire in the building	<b>1</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>125</b> Critical Incident plan is put into action
Accidental injury from shield or axe (during historical raid introduction)	<b>4</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>8</b>

**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
<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>			