

UCET Work Method Statement or Standing Operating Procedure

1. The Activity

Activity being carried out: *Activities indoors with children*

How is the activity completed?

Educational groups bring children on site to take part in activities on site, some are based indoors either in the house or cabin kitchen area. School leaders are responsible for their children when running their own activities

What equipment is used?

Crayon, brasses, masking tape, clipboards, artefacts boxes, vinegar, turmeric, red berries, salt, gum Arabic, pottery bowls, spoons, sieves

What locations are approved for the activity?

House, Kitchen Cabin, Barn, Archer's Hall, out buildings, round house, hovels, stable block

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 of their children and any behaviour which might affect the session with UCET staff; to make sure that external doors are closed. 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 building unaccompanied, ingestion of materials, injury caused by artefact

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; 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 doors and being safe inside, and never being alone anywhere
- 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.)
- Briefing given for any Ufton resourced activity being led by school leaders
- Children briefed about careful handling of artefacts
- Children warned not to ingest any materials
- All on site are signed in and wear appropriate badge – explained in briefing
- Staff know whereabouts of children at all times
- Children are supervised whilst doing activity
- External doors are kept closed at all times

2. Hazards if exposed during the activity

3. PPE to be issued and worn

N/A

4. Other safety Instructions

Refer to the Barn and Surrounds RAMS as the barn and stable block are also used for indoor activities. Stable block is also used for wattling – refer to Handling Natural Materials RAMS

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
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 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

Reviewed annually unless procedure needs to change. Next Review due: Dec 2019

Document owner – Neil Gauld

Fire in the building	1	5	5	5	125 Critical Incident plan is put into action
Accidental injury from mishandling artefact	2	2	1	1	4

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			