

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 13 RAMS Natural Resources

1. The Activity

Activity being carried out: Activities on the Farm

How is the activity completed?

Children feed, brush and pet the resident animals.

What equipment is used?

Colour coded feed buckets – pigs (brown), goats (green), chickens (red) and sheep (blue)

Food scoops – as directed on the information sheet attached to the food bin

Grooming brushes – colour coded the same as feed buckets

Quern stones

Milking teats

Glass jars

Milk churning paddles

What locations are approved for the activity?

The Farm and goats' compound – Black zones

What are we expecting the accompanying staff to do?

Follow instructions with regards to PPE, green/black zones, using equipment, feeding, and hygiene

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?

Let animals into a Green zone; put used PPE in the green zone; enter the black zone without PPE; poo picking, pregnant women are strongly advised not to visit the farm

What significant hazards have you identified in the activity?

The unintentional spread of zoonosis,

Injury or illness inadvertently passed to animals

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

Welfare of the animals

What control measures do you have already in place?

- Member of UCET leads activity and makes sure that visiting adults are aware of procedures
- Children shown how green and black zones work
- Any cuts must be covered with waterproof plasters before activity starts
- 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.)
- Children allocated clean PPE and go to benches in Green zone, they put on PPE, leaving their own footwear by the benches in the green zone
- They enter the black zone and are shown how to use the equipment and what to do

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

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- When the activity has finished they must hose and scrub their boots, waders and trousers around the ankle of their boots, and walk through the footbath, they then hang up their waterproof jackets, waders and trousers in the black zone, sit on the benches and change their footwear leaving their boots in the black zone ready for use the next day
- All animals are to be kept in the designated Black zone except in exceptional circumstances
- They must then wash their hands in the sink under running water following hand washing instructions after leaving the lean to
- When visiting the goats, children must walk through a footbath as they leave by the 5 bar gate and they walk across to the Goat compound green zone. Before entering the Goat black zone they walk through a footbath and then again as they leave the compound to go back to the farm black zone.
- Footbath is checked for water every week, Education team to alert HR/ Facilities Manager if footbaths become dry
- After the last visit to the farm all waterproof jackets and trousers are placed in a blue bag and washed in a washing machine in the laundry – this machine is only used for this purpose
- The welfare of animals is monitored by a member of the support team whose role includes this
- During holiday and weekend periods when there are no children resident on UA, care and feeding of the animals is designated to this member of staff
- Appropriate feed stuffs are purchased and appropriate amounts are given to the animals using colour coded buckets
- Any animals looking unwell are reported, quarantined and a vet called out – there will be no contact with any children
- Pregnant women are strongly advised not to visit the farm; this is included in the briefing given to visiting teachers and leaders.
- Waders to be washed down thoroughly by Ufton staff when required
- Teaching team will make a pre-use check of the ploughing field to check for any broken glass, metal nails or screws

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

Contracting an illness from zoonosis; spread of zoonosis, risk to pregnancy

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

Waterproof jackets, Waterproof all in ones (for small children), Waterproof trousers, Wellington boots, waders

4. **Other safety Instructions**

Children to take care when shaking the glass jars to ensure they do not collide with other objects and smash

Children to handle the milk churning paddles with care to ensure they are not dropped and smash

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
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

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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
Accidental injury from activity or equipment	4	3	1	1	12
Spread of zoonosis	1	5	5	3	75 Hand washing to be supervised by an adult Boot washing supervised by an adult This should be to Happy Birthday
Zoonosis infection	1	5	5	3	75 Hand washing to be supervised by an adult Boot washing supervised by an adult This should be to Happy Birthday
Animals not looked after correctly	1	5	5	3	75 Frequent vet visits Animals checked regularly Health care plan agreed with veterinary practice

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			