

UCET Work Method Statement or Standing Operating Procedure

1. **The Activity**

Activity being carried out: Education groups running activities

How is the activity completed?

Sometimes Educational groups from time to time might run activities without a member of Ufton staff being present. These might be their own activities or an Ufton devised activity which can be delivered by leaders who are not Ufton staff.

If using Ufton activities, some resources may be supplied and the activity explained to the leaders before. Sometimes a member of Ufton staff will give an introductory session to the group e.g. orienteering, photomapping.

If following their own programme of activities they must produce a Risk assessment and share with Ufton Education groups will be given a safety briefing, Hazard exchange form and facilities and areas which they can use.

School leaders are responsible for their children when running these own activities and are responsible for their children's compliance whilst doing these activities.

A member of Ufton staff will check on them from time to time. They group might be given a radio with pre-agreed frequency and a member of staff to act as a contact point.

What equipment is used?

- This will depend on the activity but will be general equipment which will not cause a health and safety concern nor require training in how to use.
- Radio

What locations are approved for the activity?

- A facility and area will be allocated to the group for the duration of their stay/activity and will depend on other groups on site

What are we expecting the accompanying staff to do?

Take note of the Health and safety briefing, Hazard Exchange Form information shared and act on it; make sure that they know where all their children are and that no child is anywhere alone.

Follow COVID19 procedures and ensure that their children also comply.

Stay within their allocated spaces and keep to their agreed programme

Take responsibility for the running of their own activities and have their own risk assessment in place

Follow the instructions for running the session if using Ufton activities

Supervise their children at all times

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)

Respond to any alarm raised and follow instructions given

What are expecting Ufton Court staff to do?

Give teachers a through briefing about running Ufton activities if programmed to do so.

Ensure the school leaders know the areas they can use

Ensure that any equipment or resources used are fit for purpose.

Brief them with regards to summoning help or assistance

Check to make sure everything is running smoothly from time to time

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

Some activities must be led by a qualified member of Ufton staff and participation in these activities cannot happen without a qualified staff member present.

Use other areas not allocated to them.

Reviewed annually unless procedure needs to change. Next Review due: January 2023

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What significant hazards have you identified in the activity?

- Possibility of intruder
- Lost child
- Child absconds
- Slips and trips
- Accidental injury
- Environmental injury due to weather – heat stroke, heat exhaustion, sun burn, hyperthermia, hypothermia
- Allergic reactions
- Cuts grazes and splinters
- Stings and bites
- Allergic reaction
- Trees, branches or limbs falling on to staff or members of the public resulting in death or life changing injuries
- Trees being climbed, especially in the orchard
- Falling chestnuts
- Other site users
- Lyme's disease
- Contracting an infectious disease

Which extremes of weather would prohibit the activity from happening?

Activities may need to alter in the following weathers:

- Extreme cold
- Extreme heat
- Heavy rainfall
- Heavy snowfall
- Wet or icy conditions making surfaces slippery
- Thunder and lightning storms
- Strong winds – prevent use of woodland

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

- Work on the grounds by contractors
- Inspection reports and advice received from Englefield Estate's Foresters

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
- 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.)
- First aid carried if away from buildings
- Medication associated with allergies is always carried by the visiting staff
- Hazard exchange form includes any behavioural issues and any medical conditions
- Briefing given to children about being safe outside, and never being alone anywhere
- Briefings include walls, slips and trips, 3 F's (face, fingers and feet)
- All on site are signed in and wear appropriate badge – explained in briefing
- Briefing given for any Ufton resourced activity being led by school leaders
- Visiting staff know whereabouts of children at all times and supervise them during break times
- Children work outside in pairs or groups
- Children advised to wear long trousers if going into woodland and grassy areas
- School leaders advised to look for ticks
- Use of the grounds for education purposes is carefully managed to prevent 2 different groups being in the same place at the same time
- All UCET staff have radios
- Outdoor conditions assessed and activities and locations changed if needed
- In windy weather, activities are moved from the woodland
- During Thunder and lightning storms activities are moved indoors and everyone is removed from the woodland

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- After a weather event (usually but not exclusively a named storm) the woods are not to be used until they have been inspected by a level 1 tree surveyor e.g. Grounds-man or Site manager
Following strong winds, UCET staff should not assume the woods are clear for use until advised as such by Level 1 tree inspector (Groundsman or qualified deputy)
- Check blackboard outside Pump House for wind and use of woodland report
- Farm has been zoned into areas needing PPE and a strict hygiene system is in place.
- PPE is provided where there is a risk of burns or scalds, or when working on the Farm
- Equipment and PPE is regularly checked before use
- Teachers will be given a radio and dedicated channel so they can contact staff during lunch time; dedicated member of Ufton staff will monitor that channel during lunchtime
- Follow COVID19 procedures as explained

2. Hazards if exposed during the activity

Accidental injury, weather related injuries, missing child, impact injuries

- Possibility of intruder
- Lost child
- Child absconds
- Cuts grazes and splinters
- Stings and bites
- Allergic reaction
- Adverse weather – ice snow, high winds, thunder and lightning
- Accidental injury from
- Trees, branches or limbs falling on to staff or members of the public resulting in death or life changing injuries
- Slips and trips due to muddy conditions and leaf mulch
- Falling chestnuts
- Exposure
- Showing symptoms of an infectious disease

3. PPE to be issued and worn

- Children encouraged to wear hats in the autumn if under chestnut trees

4. Other safety Instructions

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
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 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,	2	3	1	1	6

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hyperthermia, hypothermia					
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 Trees 1 RAMs
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
Accidental injury from activity or equipment	4	3	1	1	12
Contracting an infectious disease	3	5	5	1	75 See Onsite 29 RAM

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			