

## 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

Currently, only the following elements can be used:

KS1 – Basic Balance Beam, The Box, Tyre Towers, V-bridge and Wobble Bridge

KS2 – Peg Poles, Build-a-bridge (but in one direction and sections already in place)

KS3 – Inclined traverse walls

### 1. The Activity

**Activity being carried out: Low Ropes and Elements (Challenge Wall, Balance Bridge & Lava Flow, The H's)**

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

Children move around from one element to another using cables, crates, pegs, planks, 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 pre-use checklist, brushes for leaves/frost on elements, peg poles and first aid kit. Personal radios are carried by Ufton staff

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

Low ropes course in the woods, The Elements on the UA field, the clamber log/wheelchair climb at the crossroads and The H shaped obstacles on Weary Hill

#### **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; Follow safety briefing about where they stand, how they stand and how to use the equipment, act as Spotters as required following training given.

Demonstrate or attempt with children to climb up to the equipment and then traverse from one place to another with varying degrees of difficulty.

Make sure that they know where all their children are and that no child is anywhere alone.

Assist with the supervision of the activity as required

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.)

#### **What are we expecting Ufton Staff to do?**

Provide a safe and enjoyable session by ensuring the safety of the group whilst engaged on the activity: proactively risk assessing, checking equipment prior to use.

Supervise the group with assistance of accompanying staff if needed

Give the children a clear briefing at the start

Assist with first aid if accompanying staff request help

#### **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?**

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

### **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 – **challenge wall, clamber log, low ropes course**
- 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

#### Other

- PPE has internal monthly check, 6 monthly internal check, annual external check and is checked before and after use.
- Equipment put into quarantine if unsure of fitness for purpose
- External check completed by holder of 4 day LOLER certification
- Entire course is checked annually by an external company – ERCA regulated
- Wind anemometer to check for excessive winds (see RAMs 5)
- Check blackboard outside Pump House for wind and use of woodland report
- Woodland subject to vigorous management for educational use
- Visual inspection of the ground and 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 (16 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
- 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 – for use on all aforementioned elements.

## 4. Other safety Instructions

## 5. Risk Controls Applied

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

