



Policy for Ufton's Activities On-Site

Adopted and delivered on behalf of Ufton

Approved by Sarah Lindsell (Chief Executive Officer)

Date: 09/04/2024

Registered Charity Address:

Ufton Court Trust, Green Lane, Ufton Nervet, Berkshire RG7 4HD

Registered Charity Number: 1116659

Company registered in England and Wales number: 5794281

Policy for Ufton's Activities On-Site

1.0 Purpose

This policy explains how Ufton arranges and manages activities for children who visit the site weddings and events on site and the provision of safe food. It is one of five sub policies which sit under the overarching Occupational Health and Safety Policy

2.0 Policy

This policy outlines how activities are arranged and managed safely for children, weddings and events and how safe food is provided ensuring that all experiences are enjoyable, safe, and memorable.

3.0 Consultation and Cooperation

3.1 Activities and programmes for children are devised according to the needs of the schools who visit and their children. The current National Curriculum and national programmes of study are also considered, as is the nature of the site, the time of year and availability of appropriately qualified members of staff. Each school's programme is put together in consultation with the lead teacher; there may be occasions when activities must be changed at short notice due to weather or other unforeseeable circumstances.

3.2 Weddings and events are organized and managed in accordance with the wishes of those getting married, attending special events organized by Ufton or using the site for their own events and whatever is in the agreement.

Lists of preferred suppliers are given if catering is required.

3.0.03 To ensure the provision of safe food mandatory common standards and guidance are issued periodically as health and safety instructions and procedures and are held by the Company. These are issued to relevant managers, or employees. Where internal guidance does not cover a specific issue, the Company will adopt the practices or standards recommended in Health and Safety Executive (HSE), Health and Safety Authority (HAS) publications or relevant British or European Standards.

Ufton works with those visitors who will require provision of food to ensure that allergies, intolerances, religious and other food requirements are catered for, and that the food is as healthy as it possibly can be.

Ufton also works with the Environmental Health Agency as and when required.

3.0.04 Where contractors are engaged for weddings or events or food, they will be required to work in accordance with our requirements for work by contractors and no such work will be planned or undertaken without approval by the Head of Facilities & HR and our procedures and requirements being fully met.

All activities and provisions at Ufton will be fully compliant with the current requirements of legislation and in particular "The Management of Health and Safety Regulations 1999".

4.0 Management of Activities for Children

- All activities are subject to regular reviews of risk assessments throughout the season (see Appendix 1 for list of RA documents)
- All visitors will have an agreed programme of activities which will be subject to change depending on circumstances on site and weather.
- All visitor activities, including those that leave our site, will receive sufficient instruction as to how to complete the activity safely by experienced, properly equipped, and qualified members of staff. They will, where appropriate, be assisted by additional members of staff when numbers, experience or the nature of the activity dictates it is appropriate. Some activities require specific

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training and/or qualifications and only our staff who have completed this will supervise these activities.

- Upon arrival, all school groups are met by a member of the Education team and an Information Exchange Form completed which outlines circumstances on site and exchanges information about children. They are all also given a briefing about staying safe on site at the start of their visit (including the children).
- Any activity which is organised and managed by an external organisation, but facilitated by us, will be required to complete the statutory assessments and management documentation applicable for their activities.
- Animals involved in any contact with children and their leaders will be subject to suitability assessments and on-going monitoring. Animals will be given sufficient rest periods to assist them to maintain their health. The success of this regime is monitored by veterinarian professionals on a regular basis.
- All activities and provisions at Ufton are fully compliant with the current requirements of legislation and great care is taken to ensure those taking part are advised regarding their welfare and hygiene. The following specific controls are put into place:
 - Any person who is likely to encounter animals or their faeces or liquid run off are managed under the processes set out in the Farm Park Industry Code of Practice *"Preventing or controlling ill health from animal contact at visitor attractions"*.
 - All activities where the participants have had hand contact with items which may contaminate their hands will be reminded to wash their hands at the completion of the task or whenever the person has taken a break.

5.0 Management of Weddings and Events

- All activities are subject to regular reviews of risk assessments throughout the season and are inspected by external competent persons (see Appendix 1 for list of RAMS documents)
- All clients are required to come for a site visit. An Event Coordinator is allocated 6 months before the date of their wedding.
- Weddings and other events do not usually take place when children are on site although these may happen when children are based in the Ufton Adventure cabins which is a self-contained site.
- Any activity which is organised and managed by an external organisation, but facilitated by Ufton, will be required to complete the statutory assessments and management documentation applicable for their activities e.g., not less than one first aider, appropriate food hygiene training, electrical equipment PAT tested, ladder training for event dressers, liability insurance. It is expected that there be a personal licence holder on site at all times whilst the bar is open

6.0 Management of Food Safety

- All activities are subject to regular reviews of risk assessments throughout the season and are inspected by an external competent person (see Appendix 1 for list of RAMS documents)
- The Housekeeping Manager holds Food Allergen Awareness and Principles of HACCP. These are all renewed every 3 years.
- Ufton is registered with the West Berkshire District Council and has achieved a 5-star rating for their application of food standard hygiene and controls.
- Ufton maintains all relevant standard safety practices and records required under the Food Safety Act 1990 and associated regulations.
- All staff involved in the handling and cooking of food hold current certificates in Level 2 Food Hygiene and Safety for Catering and Food Allergen Awareness. These are renewed every 3 years.
- All members of staff are required to ensure they understand the necessity of maintaining high food safety standards and are well versed in what is required.

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- All members of staff are required to ensure they understand the need to apply constraints place within their skills and knowledge and only carry out the activities they are authorised to complete.
- All members of staff are required to understand the need to apply proper hygiene controls when working with any aspect of food.
- All stock control procedures must be followed.
- All members of staff need to be aware of dietary requirements, including allergies, religion (including veganism) and vegetarian.
- Food is prepared and served in accordance with Government and Public Health Guidance and Regulations.

7.0 Facilities, Structures, Infrastructure Management and Activity Equipment

The site is subject to on-going maintenance, management and improvement where needed. All Activity equipment is checked regularly and, in some cases, annually by an external qualified contractor. Please see our Working on Site Policy for details

8.0 Accidents and Incidents

Please see our Working on Site Policy for details

User Acknowledgment and Agreement

By signing below, you confirm that you have read and understood this policy

I confirm that I have read and understood this policy

Employee Name:

Employee Signature:

Date:

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Appendix 1

Activities for Children RAMS

- Activities Outdoors with children
- Activities using tools
- Low ropes
- Activities indoors
- Activities near water
- Activities on the farm
- Archery
- Construction Activities with children
- Activities involving fire lighting
- Activities using natural materials
- Navigation Activities
- Warfare Re-enactment
- Activities with bicycles
- Activities on the water
- Cooking with children
- Education activities offsite including Ufton on the Road and Outreach
- Behaviour management of children
- Education groups running activities
- Barrel Boarding
- Earthball
- Camping on site
- Disc golf and Ultimate Frisbee

Weddings and Events RAMs

- Weddings and Corporate Events
- Fundraising Events on site
- Fundraising Teens party (archived)
- Grounds Tours COVID 19
- House Tours COVID 19

Provision of Safe Food RAMS

- Stock Rotation
- Provision of Safe Food
- Working in the Kitchen