

UFTON



Ufton Court Educational Trust Ltd

Activities for Children: Policy Arrangements

Adopted and Delivered on behalf of Ufton Court Educational Trust Ltd by

Signature:  Date: 23rd February 2022

Position: **Trustee with overview of Health and Safety**

Signature:  Date: 23rd February 2022

Position: **Managing Director responsible for implementation**

Signature:  Date: 23rd February 2022

Position: **Senior Leadership Team**

Signature:  Date: 23rd February 2022

Position: **Senior Leadership Team**

Company Address: Ufton Court Trust, Green Lane, Ufton Nervet, Berkshire RG7 4HD

General enquiries: 0118 983 2099

Reviewed annually unless changes in law, regulations or site

Issue Number: 6

Last review: Feb 22

Next Review: Feb 23

Health and Safety Arrangements

The Activities for Children Policy Arrangements document is one of 9 sub policies which support the overarching Occupational Health and Safety Policy.

Standards and Guidance

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.

Accidents and Incidents

Please see the Working On-Site Policy for details and information

COVID-19 Secure Arrangements

Information is contained within the overarching Occupational Health and Safety Policy.

Consultation and Cooperation

Information is contained within the overarching Occupational Health and Safety Policy.

Specific Management Arrangements for Health and Safety Compliance [all departments]

1. The Activities for Children Policy forms one of 9 sub policies which supports the overarching Health, Safety and Welfare Policy.

Risk Management Strategy and Controls

2. All activities that make up Ufton Court Educational Trust Ltd will be subject to a risk management programme that reflects the risks identified and the controls required to negate the effects of the risk. Such a risk management program will include as a minimum:
 - Activity Risk Assessments designed to identify risks that may occur during the activity, and its probable causes.
 - Method statements or RAMS Documents devised for all activities and tasks usually completed by the staff of Ufton Court Educational Trust Ltd. Please see Appendix 1 for a list of all associated RAMS documents
 - Any foreseeable emergencies identified and the provisions made to manage that emergency should it arise
 - Separate risk assessments are in place for various Ufton activities which outlines the requirements that must be adhered to in order to minimise the risk of employees and others spreading, or becoming infected by, COVID-19 when at work and undertaking activities. These risk assessments have been communicated to employees and other interested parties, and will be reviewed in line with Government Regulation, guidance and Public Health England advice to ensure that we provide a COVID-19 secure environment for our employees, volunteers, visitors, pupils and others.
 - Activity and Facility Fire Risk Assessment, including when hot works are involved or sources of heat are used, or for those locations where the public or staff work or congregate.

Recording and Reporting of Incidents

Please see the Working On-Site Policy for details and information

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Departmental Specific Managements Arrangements

The Management of Activities for Children

3. All activities are subject to regular reviews of risk assessments throughout the season and are inspected by external competent persons.
4. All visitors will have an agreed programme of activities which will be subject to change depending on circumstances on site and weather.
5. All visitor activities, including those that leave the Ufton Court Educational Trust Ltd site, will receive sufficient instruction as to how to complete the activity without foreseeable incidents by experienced 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 training and/or qualifications and only Ufton Court Educational Trust staff who have completed this will supervise these activities
6. Upon arrival, all school groups are met by a member of the Education team and a Hazard Exchange Form completed which outlines circumstances on site and exchanges information about children. They are all also given a Safety briefing about staying safe on site at the start of their visit (including the children)
7. All visitor activities will be supervised by experienced members of staff who are properly equipped for the activity. They will be assisted by additional members of staff when numbers, experience or the nature of the activity dictates it is appropriate.
8. Any activity which is organised and managed by an external organisation, but facilitated by the Ufton Court Educational Trust Ltd, will be required to complete the statutory assessments and management documentation applicable for their activities.
9. Any animal which is involved with contact or other interface activities will be subject to suitability assessments and on-going monitoring. Animals will be given sufficient rest periods to assist them to maintain their mental health as well as physical. The success of this regime is monitored by veterinarian professionals on a regular basis.
10. All activities and provisions at Ufton Court Educational Trust Ltd 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. In particular the following specific controls are put into place:
 - Any person who is likely to come into contact with 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 hands on 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 welfare or refreshment break.
11. All activities and provisions at Ufton Court Educational Trust Ltd will be fully compliant with the current requirements of legislation and in particular “The Management of Health and Safety Regulations 1999”.

Food Safety

Please refer to the Safe Food Policy for details

Location Facilities, Structures, Infrastructure Management and Activity Equipment

Please see the Working On-Site Policy for details and information

Appendix 1

Associated RAMS documents

- 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

RAMS review date before:
31.01.23