

UCET Work Method Statement or Standing Operating Procedure

MUST READ RAMS

For other instructions relevant to this activity, you must read the following:

- ED 1 RAMS Activities Outdoors with Children (or Indoors)
- ED RAMS 21 Taking groups off-site

1. **The Activity: Method Statement**

Activity being carried out: Activities near Water

How is the activity completed?

Education groups can opt to undertake activities near water such as fishing or pond dipping. This involves standing at the water's edge and using equipment. These are supervised by members of UCET staff.

What equipment is used?

Fishing rods, pond dipping nets, plastic trays, buckets, lenses, rescue aids including throw-lines and poles, leader rucksack with first aid, shelter, radio, buoyancy aids when fishing, mobile phone if offsite

What locations are approved for this activity?

Oval Pond, top fish pond, fish pond with platform, bridge at bottom of bridle path below bottom fish pond

Who can lead this activity?

A member of Ufton staff who has been trained and deemed competent to lead the session

Leader: student ratios

1 Ufton staff to group + school staff

What else are we expecting visiting schools to do in addition to RAMS 1?

Stay on dry land, observe numbers allowed on platform, use equipment as shown, take care when casting lines

What else are we expecting Ufton Staff to do in addition to RAMS 1?

Check site before use, complete offsite paperwork if going offsite

Reviewed annually unless procedure needs to change. Next Review due: Oct 2024

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Education RAMS 7 Activities Near Water

Which parts of this activity are visiting schools prohibited from doing?

Over-crowding on the platform, pushing each other into the water

2. PPE to be issued and worn:

Children: Buoyancy aids might be used for SEN groups

3. The Risk Assessment

Who is at Risk:

The following people may be at risk of injury either when taking part in this activity or being in the area:

Children engaged in the activity, Their leaders, Members of staff, Wedding guests, Anyone else who may visit the site whilst the activity is in progress.

Significant Hazards (These are in addition to those on any of the MUST READ RAMS)	Control measures in Place	Risk Controls Applied				Overall risk and additional comments
		Likelihood	Injury Outcome	Business Risk	Environmental impact	
Accidental drowning	<ul style="list-style-type: none"> • Full safety briefing given at the site including what to do if they fall in • Children are allocated a space and a supervisory adult • Number of children on dipping platform limited to 8 in crouched position unless entering or exiting platform • Ufton staff fill any buckets or trays with water, sometimes children might be briefed on how to do this safely • All UCET Education team have received Bank based water safety and rescue training • Staff team will have long reaching aids at hand as well as throw-lines and will position themselves where they can see all children • Children to be supervised at all times • Buoyancy aids might be used with some groups, these will be fitted correctly. 	1	5	5	1	25

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Education RAMS 7 Activities Near Water

Exposure to water-borne diseases e.g. Weill's disease	<ul style="list-style-type: none"> Any open wounds must be covered with a waterproof dressing before the activity starts Children will wash hands once they complete the activity or use wipes if offsite until back at a washing station on site School's leaders advised about symptoms of Weill's disease and what to do if these materialise 	1	5	5	1	25
Exposure to weather	<ul style="list-style-type: none"> Children should wear appropriate clothing which is checked before the activity Areas used are shady so will protect against sun Ufton leaders carry a rucksack which will contain first aid, shelter Offsite mobile phone, snack and appropriate drink Leaders carry a radio so they can call for backup; offsite mobile phone carried when offsite Activities might be changed if weather conditions pose a risk to the group 	1	3	2	1	6
Accidental injury from equipment	<ul style="list-style-type: none"> Children shown how to use equipment correctly and then watched during activity 	2	3	1	1	6
Wheelchairs with child falling into water	<ul style="list-style-type: none"> Wheelchair brakes to be put on and chocks on front wheels, undo strap from around child, adult helper present at all times Buoyancy aids might be used with SEN groups 	1	5	5	1	25

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			

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