

UCET Work Method Statement

- Refer to all other Education RAMS documents relating to activities outside
- Ensure you have read and understood Safeguarding RAMS
- *Members of staff who undertake checks should not enter the woodland if it is deemed to be too windy i.e. Force 7 or 32-38mph (lower wind speeds if direction is not from SW, or there are leaves on the trees – **check with Angela, Malcolm or Ali**. If tree limbs are moving and touching on Weary Hill, do not use Low Ropes*

1. The Activity: Method Statement

Activity being carried out: **Activities Outside with Children**

How is the activity completed?

- Educational groups bring children on site to take part in activities based outdoors. School leaders are responsible for their children when running their own activities and are responsible for their children's compliance whilst doing the activities
- In the woodlands, activities involve children either walking through the woodland on a trail or doing a longer activity which requires them to be static and possibly under tree canopy (referred to as loitering)
- Children build shelters on site and then sleep overnight in them
- Educational organisations are able to hire the site for camping purposes; they supply their own equipment for this purpose and their own risk assessment.

What equipment is used?

- See specific activity RAMs

What locations are approved for this activity?

- Woods are zoned; locations will depend on other users and advice from Foresters and level 1 tree inspector
- Archery Woods and Saxon paths – safe to use for archery and to loiter
- Viking Settlement can be used and loitered in
- History Woods can be used and loitered in
- Weary Hill can be used and loitered in
- Adventure Woods: people are not to wander off the designated paths or activity area
- Orchard

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- Dell can be used to loiter in but do not loiter under the Red Oak, Liquid Amber, Dawn Redwood or Swamp Cypress. These tree are managed with long grass and/or mulch to discreetly discourage people from loitering below and to improve the health of the trees.
- Other trees have been identified as unsafe to loiter around; this information is shared with the Education Team and are identified on the grounds management map
- Wonky Shed
- Ancient Settlement
- Dark Age Settlement
- Pond with pond dipping platform and top pond can be used for pond dipping activities

Who can lead this activity?

- Certain activities require qualified leaders, please refer to specific activity RAMS for more details
- Other activities can be led by a member of staff who has been trained and deemed competent to lead the activity

Leader:student ratios

- See specific activity RAMs
- UCET expects schools to have at least one member of staff with each activity group

What are we expecting visiting schools to do?

- Take note of the Information 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
- Make sure that they know where all their children are and that no child is anywhere alone
- Carry their students medication as required by guidance
- 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)
- May be required to lead a simple session after instruction from a member of Ufton staff
- Follow safety instructions and to sleep outside with their children
- External organisations who will camp must complete their own risk assessment, check that their tents are in good condition and adopt their own safeguarding procedures

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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 visiting adults a radio and dedicated channel so they can contact staff during lunch time; dedicated member of Ufton staff will monitor that channel during lunchtime

Barn – Channel 1

Archers Hall – Channel 2

Ancient Settlement – Channel 3

House or cabins – internal phones

- All UCET staff to carry a radio
- Assist with first aid if accompanying staff request help – teaching staff hold 16hr Outdoor/Paediatric First Aid
- Give the children a clear briefing at the start of every visit/day/activity
- Briefing given for any Ufton resourced activity being led by school leaders

Which parts of this activity are visiting schools 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. Safety and activity instructions must be adhered to
- Adventurous activities must be led by Ufton qualified staff e.g. accessing Low Ropes, the elements and clamber log/wheelchair climb,
- Visitors may not leave the paths in the woodland Hazard exchange form will explain this,
- No one should leave a camping area without informing Ufton staff
- Lighting their own fires

2. PPE to be issued and worn

Children: See specific activity RAMS

Staff: Ufton Education team supplied with sturdy footwear for working outdoors on uneven or wet and slippery ground; supplier and type of footwear identified. Fire proof gloves, helmets, goggles for Ufton Staff and as directed on the specific activity RAMS

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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	
Possibility of intruder	<ul style="list-style-type: none"> All staff and visitors on site are signed in and wear appropriate badge – explained in briefing Ufton staff are easily identifiable Site has electronic gate with keypad entry All UCET staff have radios 	2	5	5	1	50 Critical Incident plan is put into action
Lost child	<ul style="list-style-type: none"> Briefing given to children about being safe outside, and never being alone anywhere Visiting staff know whereabouts of children at all times and supervise them during break times Children work outside in pairs or groups 	1	5	4	1	20 Critical Incident plan is put into action

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	<ul style="list-style-type: none"> • Some adventurous activities will be allocated specific adult:child ratios; these have their own RAMS documents usually • Critical Incident plan is in place and has been shared • All UCET staff have radios 					
Child absconds	<ul style="list-style-type: none"> • Information exchange form outlines any behavioural issues. – signed and school retain a copy as does UCET • Some adventurous activities will be allocated specific adult:child ratios; these have their own RAMS documents usually • Critical Incident plan is in place and has been shared • All UCET staff have radios 	1	5	4	1	20 Critical Incident plan is put into action
Slips and trips (including over tent pegs) Falls	<ul style="list-style-type: none"> • Briefings include slips and trips, 3 F's (face, fingers and feet) • Signage clearly displayed on walls where falls are possible 	5	3	1	1	15
Cuts grazes and splinters	<ul style="list-style-type: none"> • Briefings include walls, slips and trips, 3 F's (face, fingers and feet) 	5	2	1	1	10
Stings and bites	<ul style="list-style-type: none"> • Briefings include slips and trips, 3 F's (face, fingers and feet) 	5	2	1	1	10

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Burns and scalds when handling fire or hot objects	<ul style="list-style-type: none"> Personal Protective Equipment (PPE) is provided for use where there is a risk of burns or scalds 	4	4	1	1	16
Fire	<ul style="list-style-type: none"> Fires are lit under supervision in fire bowls or designated fire pits/hearths where there is reduced risk of fire spreading 	1	5	5	5	125 See Ed 11 RAMs – Fire lighting Check area for dryness, exposed roots Ensure fire is properly extinguished Check later to ensure fire is out
Accidental injury	<ul style="list-style-type: none"> Briefing given to children about being safe outside, and never being alone anywhere 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 kit carried if away from buildings or are kept at activity locations Equipment and PPE is regularly checked before use 	4	3	1	1	12

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<p>Environmental injury due to weather – heat stroke, heat exhaustion, sun burn, hyperthermia, hypothermia</p>	<ul style="list-style-type: none"> • Advice on what to bring is sent to schools prior to visit • Footwear and clothing checked before activity – children advised how to keep warm when sleeping out • Outdoor conditions assessed and activities and locations changed if needed 	2	3	1	1	6
<p>Adverse weather – ice snow, high winds, thunder and lightning</p>	<ul style="list-style-type: none"> • Outdoor conditions assessed and activities and locations changed if needed 	4	5	5	2	<p>200 Move activity out of woodland Change activity See On site RAMs 4 – extreme weather Critical Incident plan is put into action</p>
<p>Impact from objects falling on to people</p>	<ul style="list-style-type: none"> • Supervision during activities • Built structures checked • Sleeping in the woods led throughout by Ufton staff • Barriers in place if contractors working at height • Children shown how to use equipment and how to re-enact battles safely 	1	5	5	1	25

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	<ul style="list-style-type: none"> • Children supervised during activity, equipment taken away if non-compliant 					
Trees, branches or limbs falling on to staff or members of the public resulting in death or life changing injuries	<ul style="list-style-type: none"> • Woodland is zoned and designated as to what types of activity can be conducted there – e.g. loiter, or walk through • 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 • 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. Site Team 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 (Grounds Team or qualified deputy) • Check blackboard outside Pump House for wind and use of woodland report • Woodlands are subject to external checks 	1	5	5	1	25 See Trees 1 RAMs

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	<ul style="list-style-type: none"> • Any remedial work required is reported and Englefield Foresters informed – that area is put out of bounds until the work completed • All woodland work recommended or highlighted in reports is completed as soon as possible and that area is put out of bounds until the work has been completed • Regular ground checks will have established which trees pose the most risk and Education Team advised as to tree and zone • Englefield Estate will number the mature trees with metal tags so they can be easily identified and avoided in windy weather; and also enable easier reporting of risks identified • New wind speed equipment on site by cabins • Weather forecast is accessed for expected wind-speeds and timings 					
Injury from falling chestnuts	<ul style="list-style-type: none"> • Children advised to wear head covering during autumn and if activity is under chestnut trees 	4	2	1	1	8
Injury from roof tiles falling off the Manor House	<ul style="list-style-type: none"> • Briefings include showing children the large flower pots at front and back of Manor House as boundaries for 	2	4	2	1	16

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	approaching the Manor House where tiles could fall from the roof					
Traffic accident	<ul style="list-style-type: none"> Traffic coming on to site is carefully managed in terms of speed and parking; electronic gate, speed limit is 10mph, sleeping policeman and children on site signs No unsupervised activity takes place near a road or car park 	2	4	4	1	16
Allergic reactions	<ul style="list-style-type: none"> Hazard exchange form outlines any medical conditions and allergies – signed and school retain a copy as does UCET Medication associated with allergies is always carried by the visiting staff Kitchen aware of known allergies Groups send in catering and dietary information 	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
Weill's/ Lime disease, Sepsis, Zoonosis	<ul style="list-style-type: none"> Farm has been zoned into areas needing PPE and a strict hygiene system is in place. 	1	5	5	1	25 Wash hands – avoid standing and

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	<ul style="list-style-type: none"> • PPE is provided for anyone working on the Farm • Children advised to cover all cuts • Children advised to wear long trousers in woodland and long grass • Teachers advised about symptoms of these infections 					stagnant water, cover open wounds with waterproof plaster before activity Information on website and visiting teachers' folder Avoid standing water and long grass
Drowning	<ul style="list-style-type: none"> • Groups given briefing about ponds • Ponds are fenced with no unsupervised access • Rescue aids are carried if near water (water side of the fence) • Staff working near water are trained to use rescue aids 	1	5	4	1	20

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

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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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