

UCET Work Method Statement

MUST READ RAMS

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

- ED 1 RAMS Activities Outdoors with Children (or Indoors)

1. **The Activity: Method Statement**

Activity being carried out: Navigation (on-site - geo-caching; orienteering, photo-mapping)

How is the activity completed?

- Groups are given a safety briefing which includes boundaries for the activity and group size
- Children are shown how to orientate the map and how to use it
- Children are shown the clues they will use
- Children are shown how to record their answers
- Accompanying adults are based in different places within the boundaries

What equipment is used?

Clipboards, maps, compasses, answers sheets, pencils/pens, photos of the house and grounds, Garmin GPS handsets, clues, markers around the site

What locations are approved for this activity?

Orienteering and photomapping: Dell, Ponds, courtyard, manor house, gardens, farm, DAS settlement, UA, Herb garden
Geocaching: Weary Hill woods

Who can lead this activity?

Member of the Education team or school staff after introduction by member of Ufton staff

Leader: student ratios

1 member of Ufton staff with accompanying school staff

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

Follow instructions given and take note of boundaries

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

Crossing the activity boundaries, leaving their group or partner, walking on or crossing the roads

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

Document owner – Neil Gauld

2. 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	
Children getting lost and/or leaving safe areas	<ul style="list-style-type: none"> Boundaries are explained and/or shown at the start of the session Maps or GPS handsets are provided Children shown how to use equipment and maps provided Children work in groups of 3 or more Visiting staff and Ufton staff walk around the area to supervise 1 member of staff may position themselves in a key easy to find location and the children are made aware of this location 	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
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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