

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)

1. The Activity: Method Statement

Activity being carried out: Taking Groups Offsite

How is the activity completed?

Walking Bus:

- Children walk from Ufton to another venue for an activity and back again, or are led on a short circular walk
- Safety briefing is given before starting
- Offsite form given to office based staff
- School staff are distributed along the line
- School staff to carry medical information
- High visibility products are distributed
- Numbers checked frequently
- Adult to be at back of line

Planned Navigation Routes:

- Children taught how to read a map and plan routes
- Children shown how to use a compass.
- Children will take it in turns to navigate and lead the route or to do this in small groups
- Safety briefing is given before starting
- Offsite form given to office based staff
- School staff are distributed along the line
- School staff to carry medical information
- High visibility products are distributed
- Numbers checked frequently
- Adult to be at back of line

What equipment is used?

- Walking Bus: High visibility products, Offsite bag, mobile phone, radio, copy of offsite form
- Planned navigation routes: as above plus route plans, maps, compasses
- Offsite bag contains: rucksack containing first aid kit, bin bags, emergency shelter, site contact details; Key for vehicle barrier to Oval pond

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

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Education RAMS 21 Taking Groups Offsite

What locations are approved for this activity?

- Local approved footpaths – Planned navigation routes
- Track to Oval Pond – Walking Bus
- Track to Ufton Nerve – Walking Bus

Who can lead this activity?

- Walking Bus: member of Education team who has received walking bus training and assessed as competent to lead the activity
- Planned navigation routes: member of Education team who holds LEL (Lowland Expedition Leader) or above

Leader: student ratios

- Ratio of 2:16 with there always being a minimum of 2 staff (can be a mix of Ufton and school staff)

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

- Assist with supervision of group
- Carry any medicines and medical forms
- Listen to safety instructions for walking along the roads and the activity, and follow them, alert others in the group by shouting “car”, supervise the children as required; lead a simple activity following instruction from Ufton staff

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

- Complete an Offsite Form
- Carry mobile phone, radio and offsite rucksack
- Make sure any activity equipment needed is in place or carried

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

- Leading the group

2. PPE to be issued and worn:

Children & Staff: High visibility products

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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	
<ul style="list-style-type: none"> Injury caused by vehicles 	<ul style="list-style-type: none"> Walking bus process adopted for walking along lanes i.e. high viz vests front and back and along the line, paired walking along verges, responsible adult at back of line, walk facing on-coming traffic, listen for the sound of approaching traffic, cross at agreed points Group briefed about walking along the lanes before the start Members of group alert others to traffic by shouting “car” Pictures and map of the route included below 	1	5	5	1	25
<ul style="list-style-type: none"> Incident involving the group and/or staff which require additional assistance 	<ul style="list-style-type: none"> First aid kits checked regularly and kept stocked, maps carried, rescue aid carried Equipment is checked and in good repair Agreed process in place if an incident occurs and shared with all – Critical Incident Plan put into place 	1	5	5	1	25 Critical Incident plan will be activated
<ul style="list-style-type: none"> Onset of adverse, unexpected weather conditions 	<ul style="list-style-type: none"> Weather forecast checked and activity changed if necessary Group may need to return as quickly as possible if unexpected weather event takes place or seek shelter and contact Ufton for assistance and advice. 	1	4	4	1	16 Critical Incident plan will be activated
<ul style="list-style-type: none"> Concern about group if late 	<ul style="list-style-type: none"> Staff leading the activity complete an Offsite Activity form and leaves this with an office based member of staff who has access to a phone; route, venue, numbers, staff and expected time of return Contact made with office if there is to be a delay in the time of return Staff report back in upon return Radio and mobile phone are always carried 	1	3	3	1	9

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Key

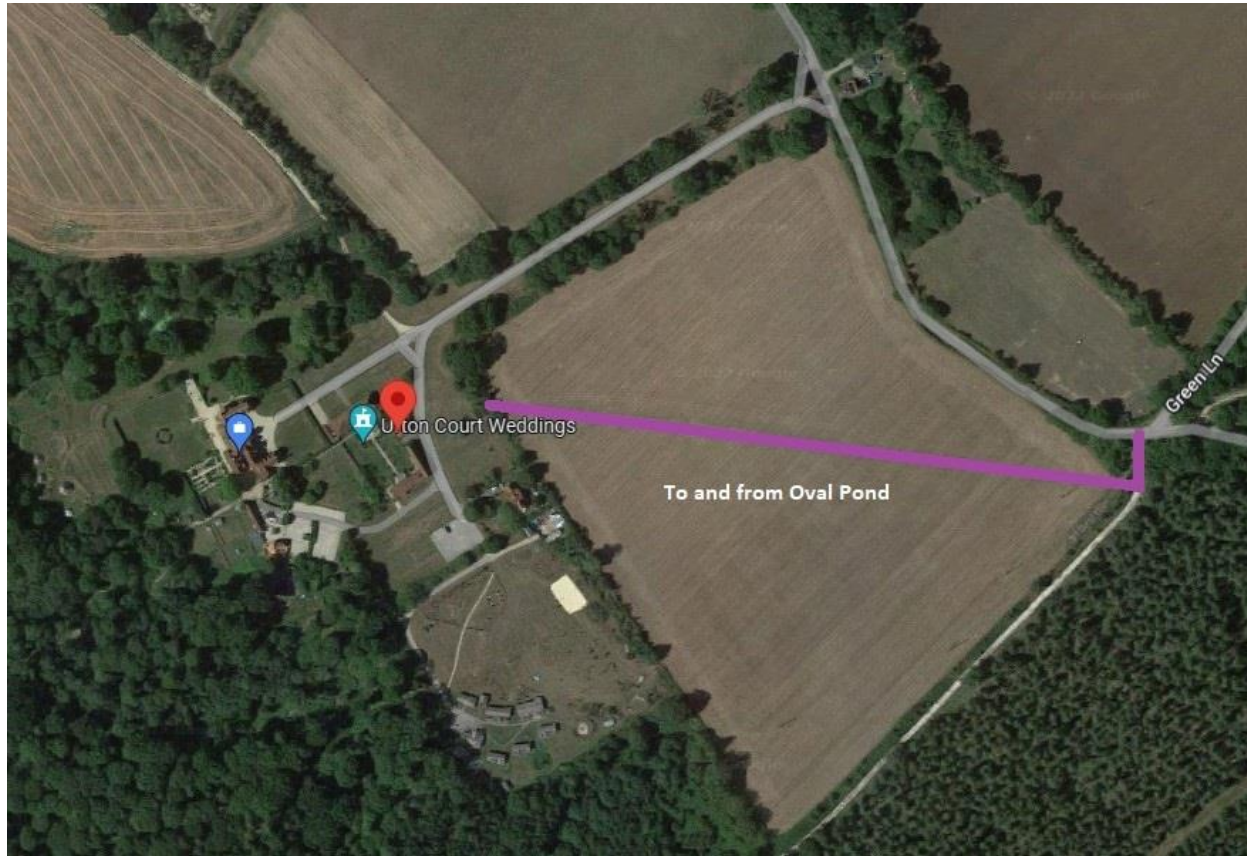
Likelihood	Injury Outcome	Business Risk	Environmental Impact
1 Remote – no historical occurrences here but has happened elsewhere	1 No treatment	1 No impact	1 No impact
2 Unlikely – Occurs here but extremely rare (not in last year)	2 On site first aid administered	2 Minor impact	2 Minor Impact
3 Possible – 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			

Walking Bus Route

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