

Education RAMS 6 – activities indoors and living indoors with children

UCET Work Method Statement

1. The Activity: Method Statement

Activity being carried out: **Activities Indoors and Living indoors with children**

How is the activity completed?

- Educational groups bring children on site to take part in activities on site, some of which are based indoors. School leaders are responsible for their children when running their own activities
- Children staying in the cabins prepare and cook their own meals and are supervised by Ufton staff whilst doing so

What equipment is used?

Resources not requiring specialised knowledge or training are available and instructions given on how to use these:

- A range of stationery items including scissors and craft knives
- Hand tools
- Brasses
- Clip boards
- Artefact boxes
- Natural resources
- Cutlery and household domestic items e.g. sieves
- Stuffed animals
- Re-enactment signifiers
- Range of construction items e.g. rope
- Range of STEM equipment e.g. lollipop sticks, eggs

See specific activity RAMS for more detail

What locations are approved for this activity?

House, Barn, Archers' Hall, Stable Block, Parlour, Farm out buildings, Round house and out buildings, Viking settlement and out buildings, Hacking Tent, Kitchen Cabin, Sleeping cabins, Wonky Shed, Ancient settlement, tomb

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

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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
- Where schools lead the session they will be trained by Ufton staff if an Ufton Activity, or lead their own activity

Leader:student ratios

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

What else 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
- 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.)
- To make sure that external doors are closed
- To make sure that ground floor external doors are closed and locked and, where necessary, that ground floor windows are secure, before retiring for the night
- To Help children to follow instructions when preparing and cooking food
- May be required to lead a simple session after instruction from a member of Ufton staff
- Keep medication secure
- Make sure that the residential cabins are locked during the day and when the children are in bed and to make sure that the alarm is set

What else 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

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Barn – Channel 1

Archers Hall – Channel 2

Ancient Settlement – Channel 3

House or cabins – internal phones

- All UCET staff to carry a radio and/or their mobile device
- 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
- Run a fire drill for residential schools
- Show school leaders where all the extra items are kept e.g. sick bucket, extra bedding etc.
- On duty call staff to introduce themselves to school leaders and check during the evening
- Residential staff are briefed about out of hours contact and on call staff member will make contact with groups by 8pm each evening
- Inform visiting adults that emergency lighting comes on when power fails, torches also available

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

Some activities must be led by a qualified member of Ufton and participation in these activities cannot happen without this

2. PPE to be issued and worn:

See individual activity RAMS

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 on site are signed in and wear appropriate badge – explained during Information Exchange briefing Information exchange form outlines any works, other groups, other events etc. – signed and school retain a copy as does UCET Briefing given to children about doors and being safe inside, and never being alone anywhere Use of the indoor spaces for education purposes is carefully managed to prevent 2 different groups being in the same place at the same time External doors are kept closed at all times External doors and ground floor windows checked by education team before leaving for the day and school staff advised to check again before they retire for the night Only resident teachers are given keys, Ufton staff are the only ones who know codes for doors. Schools are given code to outdoor Buttery toilets Critical Incident plan is in place and has been shared External doors are kept closed at all times External doors and ground floor windows checked by education team before leaving for the day and school staff advised to check again before they retire for the night Only resident teachers are given keys, Ufton staff are the only ones who know codes for doors. Schools are given code to outdoor Buttery toilets 	2	5	5	1	50 Critical Incident plan is put into action
Fire	<ul style="list-style-type: none"> Fire briefing given to all day visitors and fire drill takes place for all residential visitors from children’s bedrooms on first day All bags to be kept away from heaters to avoid the plastic melting and possibly igniting All set dressing screens to be kept away from heaters to avoid them possibly igniting Deaf guards are available for children with hearing impairments, Ufton staff kitchen areas are fitted with a flashing light Critical Incident plan is in place and has been shared 	1	5	5	5	125 Critical Incident plan is put into action

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Child leaves the building unaccompanied	<ul style="list-style-type: none"> Information exchange form includes any behavioural issues and any medical conditions Briefing given to children about doors and being safe inside, and never being alone anywhere Each of the children’s cabins has a push alarm which sets off an alarm which can be heard in the Teachers’ cabin and the kitchen cabin; this is included in the briefing Alarm sounds in teachers’ cabin if children’s cabin external door is opened at night Teachers using the cabins are shown how to set alarm for cabins Visiting staff know whereabouts of children at all times and supervise them during break times Children are supervised whilst doing activity by Ufton and/or school staff Critical Incident plan is in place and has been shared 	2	5	4	1	40 Critical Incident plan is put into action
Ingestion of materials	<ul style="list-style-type: none"> (see specific activity RAMs) Children warned not to put materials into mouth 	1	5	5	1	25
Injury caused by object	<ul style="list-style-type: none"> Children briefed about careful handling of objects 	2	2	1	1	4
Injury due to mishandling of cooking utensils	<ul style="list-style-type: none"> Children briefed and shown how to use equipment and hygiene measures they must follow 	2	3	1	1	6
Allergic reaction to food	<ul style="list-style-type: none"> Medication associated with allergies is always carried by the visiting staff Information exchange form includes any behavioural issues and any medical conditions 	2	5	5	1	50 Check dietary information
Illness due to poorly prepared and cooked food	<ul style="list-style-type: none"> Kitchen areas and utensils kept clean Colour coded chopping boards used Temperature of cooked food is recorded Ufton staff have completed Food Hygiene level 2 Children briefed and shown how to use/follow equipment and hygiene measures 	1	4	4	1	16
Injuries caused by burns and scalds	<ul style="list-style-type: none"> 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 kits available in all buildings 	2	2	1	1	4

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	<ul style="list-style-type: none"> Children do not carry heavy or hot dishes 					
Slips, trips, bumped heads, trapped fingers	<ul style="list-style-type: none"> 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 kits available in all buildings Barn bar flap to be kept down when children are in the barn; it may be lifted by adults in order to access that area but must be put back down Barn floor tiles and grouting to be checked to reduce risk of slips and trips. Any issues to be reported using the Barn floor reporting sheet Steps/Stairs are regularly checked for damage Some indoor spaces have uneven floors or paved so gaps could cause trips. Any damage noticed must be reported to the Site Team for repair 	5	3	1	1	15
Contracting an infectious disease	<ul style="list-style-type: none"> Government guidance followed especially that relating to Education settings Hand sanitiser at entrance to every building Children sanitise hands frequently especially before meals and before and after using resources Spare set of duvets and pillows used so these are alternated between groups Linen laundered at 60° after every use Buildings deep cleaned between user groups 	3	5	5	1	75 Continue to follow government guidance and Ufton and deep clean procedures

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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