

Education RAMs 19 Activities on water; raft building

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 21 RAMS Groups off site

1. **The Activity: Method Statement**

Activity being carried out: Activities on Water – Improvised raft building

How is the activity completed?

Raft building and stand up paddle boarding activities are offered to some groups. This is conducted offsite and involves the construction of rafts or inflation of paddle boards which are then used on the water. Equipment required will be transported to the site and then carried down to the edge of the water, then returned to the transport at the end

Children will assemble rafts under supervision of Ufton staff, these will be checked before being put on the water.

The qualified activity leader will be on the water in a non-motorised rescue craft

Children will be shown how to put on buoyancy aids and helmets – these will be checked by Ufton staff

Children will be shown how to hold and use paddles. They will also be briefed with regards to capsizing, raft breaking up, taking care of fingers to avoid entrapment, falling off raft

School must confirm water confidence in writing in advance

Water confidence is defined as ability to duck head in water and to swim 15 m wearing a buoyancy aid or lifejacket without obvious panic,

Water quality is tested twice a year – April (pre-season) and June (middle of the season) – to comply with the EC Bathing Water Directive 2006/7/EC with a focus on Enterococci, E-Coli and Blue-Green Algae

Activity is weather dependant and will not take place if cold, windy or in thunder and lightning

Ufton staff will have access to rescue equipment which may include a knife for cutting rope as well as reaching aids and throw lines

Getting to the pond

A minimum of 3 adults will accompany the group from Ufton to the pond. All young people will wear a high visibility vest for the duration of the walk
Public footpaths and permissive woodland paths are used for the majority of the walk with only approximately 10m of verge adjacent to a single track country lane

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

Document owner – Neil Gauld

Education RAMs 19 Activities on water; raft building

Ufton staff complete an offsite activity form with information on numbers in the group, phone number and location which is left onsite with a member of staff

What equipment is used?

- Barrels, timber, rope, paddles, buoyancy aids, helmets, rescue aids including throw-lines, towlines and poles, leader rucksack with first aid, shelter (pop up tents), radio, staff knife in case there is a need to cut rope, non-motorised rescue craft, survival bags (lined with foil blankets preferred)
- Suitable clothing and footwear plus spare dry clothing (young people's own)

What locations are approved for this activity?

Oval pond

Who can lead this activity?

Staff trained in behaviour management (Team Teach); Ufton staff leading the activity will hold British Canoeing level 1 coach as a minimum; Ufton staff assisting the activity will hold British Canoeing Foundation, Safety and Rescue (Bank Based) and will have attended site and craft specific training (Training delivered either by Technical Advisor or British Canoeing Coach approved to deliver course)

Leader: student ratios

Ratio of one instructor to 16 participants; there will always be a second member of staff who will be bank based, school staff will supervise land based group

Walking Bus to Pond: minimum of 3 adults

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

Follow safety briefing about where they stand, how they stand and how to use the equipment; Supervise any land-based children; Confirm pupils' water confidence before the visit (ability to duck head in water and swim 15m in a buoyancy aid or life jacket without obvious panic)

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

Inform Englefield estate of intention to use pond; Complete and Offsite form before leaving the site; Make sure they have a company mobile phone
Inform contact when back; Take all equipment to Oval Pond before activity and prepare it; Check water confidence with the teachers; Brief the teachers including who will do the rescuing

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

Entering the water, using the rescue craft, fitting PPE

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

Document owner – Neil Gauld

Education RAMs 19 Activities on water; raft building

2. PPE to be issued and worn:

Buoyancy aids, paddle-sport helmets

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, Members of the public, 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"> When near and on the water buoyancy aids will be worn Children will be instructed on how to put Buoyancy aids on and these will be checked by qualified Ufton staff (British Canoe Coach): buoyancy aids will be checked for best size, waist strap as tight as possible, shoulder straps adjusted, not possible for buoyancy aid to come off over the head Buoyancy aids will be checked before and after use, will undergo monthly and 6 monthly checks by an internal, qualified PPE Inspector and an annual check by an external, qualified PPE Inspector 	1	5	5	1	25
Weill's disease and exposure to other water-borne diseases	<ul style="list-style-type: none"> All cuts to be covered with a waterproof plaster Water quality checked twice a year (April and June) to comply with the EC Bathing Water Directive 2006/7/EC with a focus on Enterococci, E-Coli and Blue-Green Algae 	1	5	4	1	20
Immersion Hypothermia	<ul style="list-style-type: none"> Advice given before the activity about what clothing to wear Waterproofs will be available Spare clothing will be taken Appropriate footwear to be worn at all times 	1	4	3	1	12

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

Document owner – Neil Gauld

Education RAMs 19 Activities on water; raft building

	<ul style="list-style-type: none"> • Temporary shelter in place • Survival bags and/or foil blankets • Vehicle close by 					
Accidental injury from equipment including head injuries, finger entrapment, cuts and grazes, limb entrapment	<ul style="list-style-type: none"> • Helmets designed for paddle-sport will be provided • Helmets will be checked before and after use, will undergo monthly and 6 monthly checks by an internal, qualified PPE Inspector and an annual check by an external, qualified PPE Inspector • Children will be shown how to use equipment • Raft construction will be thoroughly checked before going on the water 	4	3	1	1	12
All students in water at same time	<ul style="list-style-type: none"> • Children and supervisory adults will be instructed on what to do if a rescue needs to take place 	3	3	1	1	9
Entrapment under the raft	<ul style="list-style-type: none"> • Group closely supervised by Canoe coach • Knife for cutting bindings available to coach • Group briefed before getting on the water about what to do 	1	5	4	1	20
Manual handling	<ul style="list-style-type: none"> • Instruction will be given with regards to lifting and carrying equipment and rafts 	1	3	2	1	6
Ufton staff may be at risk during rescue scenarios	<ul style="list-style-type: none"> • Rescue staff should only go on the water if qualified to do so or if this action is necessary and the last resort • Staff trained in rescue techniques and scenarios • Ufton staff carry company mobile phone 	1	4	4	1	16
Panic due to lack of water confidence	<ul style="list-style-type: none"> • Children and supervisory adults will be instructed on what to do if a rescue needs to take place 	1	2	2	1	4
Equipment stolen from pond	<ul style="list-style-type: none"> • Member of staff stays with the equipment at all times until end of session 	1	1	4	1	4 (lone working procedures in place)

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

Document owner – Neil Gauld

Education RAMs 19 Activities on water; raft building

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			

Reviewed annually unless procedure needs to change. Next Review due: Oct 2024
 Document owner – Neil Gauld