

# Risk Assessment Overview

## Ufton History



Activity Risk Management												
Activity	Inherent Risk Present						Control Measures in Place					
	Bites, scratches, stings	Allergic reactions Note 1	Slips & Trips	Being struck Note 2	Getting lost	Specific other	Additional permission required	Education Leader Competence	Standard Operating Procedures	Activity on site	Protective Equipment	First Aid Cover
Activities Indoors	No	Yes <b>Note 3</b>	Yes	Yes	No	Bumped head, trapped fingers	No	Yes	Yes	Yes	No	Yes
Activities Outdoors	Yes	Yes <b>Note 3</b>	Yes	Yes	Yes	<b>Note 7</b>	No	Yes	Yes	Yes	Yes	Yes
Ancient Technology Construction	Yes	Yes	Yes	Yes	No	<b>Note 4</b>	No	Yes	Yes	Yes	No	Yes
Archery	Yes	Yes	Yes	Yes	No	No	No	Yes (External Qualification)	Yes	Yes	Yes	Yes
Artefact handling	No	No	Yes	Yes	No	Injury from breakages	No	Yes	Yes	Yes	No	Yes
Crafts	No	No	Yes	Yes	No	<b>Note 5</b>	No	Yes	Yes	Yes	No	Yes
Crime & Punishment	No	No	Yes	Yes	No	No	No	Yes	Yes	Yes	No	Yes
Embalming & Mummification	No	Yes <b>Note 6</b>	Yes	Yes	No	No	No	Yes	Yes	Yes	No	Yes
Farm	Yes	Yes	Yes	Yes	No	Zoonoses	No	Yes	Yes	Yes	Yes	Yes
Fire lighting	Yes	Yes	Yes	Yes	No	<b>Note 7</b>	No	Yes	Yes	Yes	Yes	Yes
Grounds Exploration Note 8	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	No	Yes
Historical dancing	No	No	Yes	Yes	No	No	No	Yes	Yes	Yes	No	Yes
Historical games	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes	Yes	No	Yes
Historical battles/raids	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	No	Yes
Off-site Walk	Yes	Yes	Yes	Yes	Yes	Traffic <b>Note 11</b>	Yes (Offsite form)	Yes	Yes	No	No	Yes

<b>On the Road (Time Voyagers)</b>	No	No	Yes	Yes	No	No	No	Yes	Yes	No <b>Note 9</b>	No	No <b>Note 10</b>
<b>Orienteering</b>	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	No	Yes
<b>Photomapping</b>	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	No	Yes
<b>Wide/Woodland Games</b>	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	No	Yes
<b>Woodland Walk</b>	Yes	Yes	Yes	Yes	Yes	<b>Note 11</b>	No	Yes	Yes	Yes	No	Yes

All risk assessments are conducted at the start of each academic year and are reviewed automatically after any significant change. Our Learning Outside the Classroom Quality Badge and Adventure mark accreditations supports our risk assessment process.

**Note 1** – For many of Ufton’s sessions animal furs and skins are used.

**Note 2** – By person, something in nature or an object.

**Note 3** – Allergic reactions from food served.

**Note 4** – Construction includes items that may be heavy and materials such as metal, wood and rope which could cause injury.

**Note 5** – Crafts include: Bow making, Brass rubbing, historical jewellery making, Quill & Ink. Cuts may occur from use of the tools or materials involved.

**Note 6** – Talcum Powder.

**Note 7** – Fire lighting includes: Flint & Steels, Campfires, Cooking fires, Group fires, Kelly kettles – risk of scalding/burning. Cuts may occur from use of flint and steels.

**Note 8** – Includes Prehistory Hunter Gatherer Walk, Ancient Egyptian Book of the Dead, Iron Age Ogham Trail, Roman Augury Trail, Saxon Rune Trail, Tudor Grounds Exploration, WWII Downed Plane.

**Note 9** – Time Voyagers is delivered in schools.

**Note 10** – First Aid required during Time Voyagers is the responsibility of school first aiders.

**Note 11** – Risk of drowning. Ditches that may contain water, ponds and/or streams.

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Risk Area	Risk Analysis
<b>Site Orientation</b>	An introductory site tour highlights relevant hazards to the guests along with the boundaries and any restricted areas. These hazards are constantly monitored while guests are on site. As a result of this control measure, the risk level is low in all areas mentioned.
<b>Fire</b>	We conform with Regulatory Reform Order (Fire Safety) and have Fire Risk Assessment in place. Each new intake has a walk-through explanation of the fire procedure on day of arrival.
<b>Security</b>	For residential groups, keys are provided to visiting adults and external doors locked at night with intruder alarms set. We have on-call staff living on site and groups are provided with a mobile phone enabling direct contact.
<b>Identification</b>	All adults wear identity pass, including visitors and contractors. Ufton staff are identifiable by an Identity pass, branded clothing, historical clothing and/or high visibility clothing.
<b>Lighting</b>	Adequate lighting of all walkways, both internally and externally, automatically come on after dark.
<b>Slips &amp; Trips</b>	As an outdoor learning site, the grounds are uneven and often wet and slippery. Sturdy outdoor shoes are recommended and advise all visitors to be aware when moving around the site.
<b>Utility Integrity</b>	All utility installations are routinely inspected.
<b>Traffic Hazards</b>	We have an electronically controlled entrance gate including intercom, speed humps and signage. Safety briefing includes the crossing of the site road
<b>Emergency Procedures</b>	An emergency action plan (called the Critical Incident Plan) in place. All staff are trained and is rehearsed regularly.
<b>Weather</b>	Please check the weather in advance and prepare accordingly. Sturdy outdoor shoes are recommended. Footwear and clothing checked before activity. Outdoor conditions assessed with activities and locations adapted ensuring safety of all visitors and staff.

Copies of our accreditations and insurance documents can be found on our website: <https://www.uftoncourt.org.uk/accreditation-risk-assessments>

<b>Date:</b>	10/10/24	<b>Name:</b>	Kayleigh Forbes	<b>Position</b>	Head of Learning
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