

AYF Camp 2022 Risk Assessment

Location: Colandene Centre, Colindene Road, Bradworthy, EX22 7RN

Dates of Event: Saturday 23rd July to Saturday 30th July 2022

Date of preparation of Risk Assessment: 28/06/2022

Risk Assessment prepared by: Danny Fleming

Activity / Danger Presented by:	Potential hazards	Precautions to be taken	Supervision
Minibus Travel	Injury when getting on/off minibuses Traffic Accident / injury during journey	Drivers check minibus is stationary and minibus is parked in a safe location before any one gets on or off minibus. Warning to be given to be aware of traffic when disembarking All passengers to be seated when the bus is moving and seatbelts to be worn at all times. No more passengers than seats. All doors securely closed whilst vehicle is moving Passengers reminded not to distract driver No teenagers to be front seat passengers	Vehicle driver plus one additional leader
Transport Lorries	Injury in back of lorry when loading and unloading	No more than three people in the back of a lorry when loading and unloading, one of which to be a leader. No more than two people in the back of a Luton van when loading and unloading, one of which being a leader where possible, or with a leader in close supervision. Nobody to be in the back of a lorry or van when it is being moved	One leader to supervise in back of lorry

		<p>Leader to ensure that doors are securely pinned back</p> <p>Electric tailgate only to be operated by leaders</p>	
Vehicles manoeuvring on campsite	Injury to pedestrians	<p>Teenagers warned not to walk in front of or behind moving vehicles</p> <p>Drivers to ensure hazard warning lights and reversing horn used and to use another leader to supervise reversing when visibility is restricted</p>	Vehicle drivers
Site and location	<p>Proximity to road</p> <p>Farm equipment and areas</p>	<p>The site gates are to be kept closed. Teenagers not permitted to leave the site beyond the boundary of the gates. Walking to the second field only as a group under supervision of the leaders, and across the fields if possible.</p> <p>The site comprises sheds which store agricultural equipment, and areas such as silage pits. The area beyond the Centre building and the first tractor shed is to be out-of-bounds to teenagers and should be coned or cordoned off if practicable.</p>	All leaders
Transport in cars	Injury to teenagers when travelling as passengers in leaders' cars	<p>Two adults in vehicle with no more teenagers than there are remaining seats. Main group to be aware of who is travelling in which vehicles</p> <p>Ensure use of seatbelts</p>	Leaders/car drivers
Gas lanterns	Fire and burns	Gas lanterns are not to be used due to safety concerns – electric lighting only	
Use of kitchen areas	Food poisoning/foreign bodies in food	Anyone involved in food preparation to wash hands first. Bowl of hot water, soap and clean towels to be available. Hand washing reminders clearly displayed.	Leader 'IT' of the day to supervise under the guidance of leaders with food hygiene certificates: Patrick Ruane,

	Lacerations	<p>Work surfaces to be cleaned before and after use with antibacterial spray and clean cloth Serving platters to be cleaned immediately before use</p> <p>Different utensils and cutting boards used for raw and cooked foods</p> <p>Aprons to be worn for meal preparation All cuts to be covered by blue waterproof plasters Gloves to be worn to handle raw meat Long hair to be tied back Hands washed again after handling raw food</p> <p>Fridges clearly labelled and correctly stocked - raw and cooked foods kept separately. Temperature of fridges checked at least daily Other foods kept covered</p> <p>Food to be cooked thoroughly to required temperature under overall supervision of leader with food hygiene certificate Food probe thermometer to be used as appropriate</p> <p>Hot soapy water and clean dishcloths to be used for washing up Washing up water and cloths to be changed regularly</p> <p>Dirty dishcloths to be discarded. Dirty tea-towels to be put into laundry bag Bins to be emptied regularly when required and surrounding area kept tidy. Bins not to be used without bin liners Hands to be washed after emptying bins and handling waste</p>	<p>Rachel Ruane and Pauline Stanford</p> <p>Leader will brief cooking team before commencement of food preparation</p>
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	<p>Scalds/burns</p> <p>Fire</p> <p>Other personal injury</p>	<p>Safe use of can openers and large knives to be demonstrated by leader and supervised when in use</p> <p>Empty tins to be disposed of safely using safety gloves</p> <p>Cold water supply to be connected and accessible at all times</p> <p>Water heater to be located securely in corner of kitchen tent</p> <p>Gas lighters to be used to ignite burners and water heater</p> <p>Oven gloves to be used to handle hot pans</p> <p>Boiling hot water or pans not to be carried</p> <p>Only leaders to ignite gas (lights, cooking rings, water heater)</p> <p>Nothing flammable to be kept near gas rings or water heater</p> <p>Fire extinguisher to be kept at exits in kitchen area</p> <p>One CO2 and one water extinguisher in kitchen area</p> <p>Fire blanket to be kept near cooking range</p> <p>Supervising adults to be familiar with technique for turning off gas at bottles</p> <p>Only cooking team to be in kitchen when meal preparation is taking place</p>	
<p>Electronic equipment – audio and visual</p>	<p>Fire hazard from overheating</p> <p>Tripping over trailing wires</p>	<p>All electronic equipment PAT tested before camp</p> <p>No overloading of power supplies</p> <p>Teenagers and leaders should not bring their own USB transformers – USB charging hubs to be provided which have been PAT tested</p> <p>Phone chargers checked regularly to ensure that safe practice is observed</p>	<p>Danny Fleming</p>

		<p>Teenagers kept away from equipment unless required and permitted by leader or junior leader</p> <p>One CO2 and one water extinguisher to be kept in meeting marquee.</p>	'Tech team' including Danny Fleming, Jon Sadler, Patrick Ruane
Chemical toilets	Spillage of toilet contents	<p>Toilets to be checked regularly by leaders</p> <p>Emptying of toilet chemicals only to be carried out by leader</p> <p>Toilet to be safely taken to disposal unit, emptied, rinsed and returned to camp. Then prepared ready for use.</p>	Patrick Ruane and Danny Fleming
Overnight arrangements	<p>Teenagers leaving site</p> <p>Illness during night</p>	<p>One male and one female leader to be responsible for checking that all teenagers are in their correct tents and closing tents.</p> <p>Teenagers advised which leaders to contact in the case of illness or other problems overnight</p>	<p>All leaders staying on site overnight to be included on rota</p> <p>YF phone, Pauline Stanford, Maxine Roberts</p>
Fire Hazards	Fire outbreak and spread	<p>All tents and marquees must be erected with a minimum of six feet between (excluding guy ropes)</p> <p>Fire extinguishers – One CO2 and one water extinguisher in kitchen and same in meeting marquee</p> <p>No candles or naked flames (eg tea lights) allowed in or near tents</p> <p>Fire procedure to be explained as part of camp briefing/notices and leader and teenagers aware of assembly point</p>	<p>Leaders of working party - Danny Fleming, Jon Sadler, Chris Stanford</p> <p>Fire marshals: Chris Stanford and Danny Fleming</p> <p>All leaders to be aware of hazard and carry out check</p>
Camp photo	Falling from chairs	Leaders supervise group to ensure sensible and safe behaviour when standing on chairs	All leaders

Daytime activities and sports on campsite	<p>Injury from falls / collisions during races</p> <p>Becoming entangled under net Dropping to ground when being carried by teammates</p> <p>Being hit by frisbee / ball / bat</p> <p>Choking during eating games</p>	<p>Adequate supervision of each activity</p> <p>Leaders to be briefed in advance in order to be aware of particular hazards</p> <p>Leaders to supervise and all first aiders to be present</p>	<p>All leaders present to supervise</p> <p>First Aiders</p>
Bouncy Castle	Injury to participants from collision with each other or falling of equipment	There will be no bouncy castle at this event	
Walks	<p>Injury from slip/trip</p> <p>Separation from group</p> <p>Traffic accident</p> <p>Dehydration</p> <p>General</p>	<p>Suitable footwear to be worn First aid kit and mobile phone carried by leader Walk single file on narrow paths</p> <p>One leader at front and one at rear of group at all times. Headcount carried out on departure/when leaving minibuses, and on return.</p> <p>Walk single file on roads on side towards oncoming traffic. One leader at front and one at the rear of group at all times At night leaders to wear high-vis jackets and carry torch</p> <p>Dependent on weather, teenagers to take water</p> <p>Weather conditions to be considered when deciding on safety of walk</p>	<p>One leader to every 15 teenagers, with minimum of 3 leaders.</p> <p>Adults supervising children under 12 years cannot be classed as a leader</p>

Beach / swimming	<p data-bbox="454 113 577 140">Drowning</p> <p data-bbox="454 552 725 579">Other personal injury</p> <p data-bbox="454 1129 745 1157">Separation from group</p>	<p data-bbox="1003 113 1688 209">Swimming in the sea will only be allowed at beaches with lifeguard presence, and only within the lifeguard's rules and guidance</p> <p data-bbox="1003 248 1671 475"><i>In addition to lifeguarding, the following precautions may also be taken: two markers to be placed on beach and teenagers must stay in zone between them when in the sea. 2 leaders who are strong swimmers to supervise at waters edge with a megaphone and whistle available.</i></p> <p data-bbox="1003 552 1688 818">Teenagers to stay away from rocks when in the sea and not become detached from main group of swimmers. Coastguard to be contacted if any doubt about safety in the water. Leaders to check tide times to ensure we have enough time to return safely. Mobile phone available.</p> <p data-bbox="1003 858 1664 1018">First Aid Kit kept on beach by a leader. One first aider to be on the beach at all times. Teenagers encouraged to apply sun cream before leaving for the beach. Water bottles to be filled and carried</p> <p data-bbox="1003 1058 1559 1085">Suncream/aftersun available on the beach.</p> <p data-bbox="1003 1129 1680 1422">Teenagers are not to leave the beach to visit nearby towns When leaving the main group, teenagers to keep in groups of at least 3. Leaders to be informed by teenagers when they are going away from the main group either for a walk or back to the shop. Sufficient leaders to walk down to beach with main group</p>	<p data-bbox="1720 113 2123 209">Leaders to agree in advance of trip who will be stationed at each location.</p> <p data-bbox="1720 248 2112 308">Leaders to remain alert and stay in contact with each other</p> <p data-bbox="1720 552 2089 611">First Aiders: Maxine Roberts and Pauline Stanford</p>
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		Some leaders to remain near car park/shop if applicable	
Bonfire and BBQ	<p>Injury whilst building fire</p> <p>Injury whilst lighting fire</p> <p>Injury to spectators</p> <p>BBQ</p> <p>Fireworks</p>	<p>Construction of fire to be supervised by 2 leaders to ensure appropriate sized materials are used/carried and that fire is stable.</p> <p>First Aid Kit available with burns dressings. Mobile phone available To be lit by leader with everyone else at least 10 metres away.</p> <p>Small fire extinguisher, fire blanket and First Aid Kit available. Spectators to be at least 10 metres away on the bank to the left. Only timber to be burned on fire. Nothing to be thrown into fire.</p> <p>Leaders only to build, light and operate the charcoal BBQ. YFers to remain a safe distance away when collecting food.</p> <p>Landowner and coastguard (if applicable) to be informed on the afternoon if fireworks are to be set off.</p> <p>The safety guidelines on the fireworks are to be followed. Mainly a safety distance of at least 25m between fireworks and spectators.</p> <p>Fireworks only to be set off by a leader at recommended distance from main group – as per instructions on/with firework. Remote firing to be used if possible, only to be operated by a leader.</p>	<p>Danny Fleming, Patrick Ruane, Jon Sadler, Chris Stanford, Jane Leighton</p> <p>All trained First Aiders to be present</p>

Visit to local towns	Separation from Group Personal injury	Teenagers to remain in groups of three or more Leaders' mobile numbers given to teenagers Registers to be used to check numbers before leaving the town First Aid kits to be carried by leaders	Minibus drivers and all leaders present
Medication / First Aid	Loss of or incorrect use of medicines	Review of medical conditions disclosed on registration/consent forms Ensure all teenagers have access to relevant medicines These will be securely kept away from other teenagers Consent forms with medical details and parent contact details to be kept safe but readily available	Consent forms to be kept in a locked car on site or taken with group when on trips away from campsite First Aiders: Maxine Roberts, Pauline Stanford
COVID-19 And other transmissible illnesses	Spread of COVID-19 and other illnesses	Eating and washing areas (kitchen and toilets) to be cleaned regularly to minimise the risk of transmission Tents, marquees and Centre building to be ventilated regularly Any person with symptoms such as coughing, sneezing should follow good hygiene practices (hand washing, covering mouth etc) Anyone with symptoms of COVID-19 should notify the leaders immediately, who will decide the best course of action, informed by the latest guidance available at gov.uk/coronavirus	All leaders