

AYF Camp 2026 Risk Assessment

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

Dates of Event: Thursday 16th July to Saturday 25th July 2026

Date of preparation of Risk Assessment: 29/06/2026

Risk Assessment prepared by: Danny Fleming

Activity / Danger Presented by:	Potential hazards	Precautions to be taken	Supervision
Minibus or Car Travel	<p>Injury when getting on/off vehicles</p> <p>Traffic Accident / injury during journey</p> <p>Safeguarding young people in vehicles</p>	<p>Drivers to check vehicle is stationary and minibus is parked in a safe location before anyone gets on or off minibus. Warning to be given to be aware of traffic when disembarking</p> <p>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 Driver responsible for carrying out daily safety checks on the vehicle they are driving (fluids, tyres, lights etc) Speed limits for minibuses to be observed (50mph on a single carriageway, 60mph on a dual carriageway, 70mph on a motorway)</p> <p>A minimum of two adult leaders in each vehicle which is carrying young people</p>	Vehicle driver plus one additional leader

Activity / Danger Presented by:	Potential hazards	Precautions to be taken	Supervision
Transport vans and lorries	Injury in back of lorry when loading and unloading	<p>No more than two people in the back of a lorry, dropside or van when loading and unloading, under supervision of a leader</p> <p>Nobody to be in the back of a lorry or van when it is being moved</p> <p>Leader to ensure that doors are securely pinned back</p> <p>Tail lifts only to be operated by leaders</p>	One leader to supervise in back of lorry
Vehicles manoeuvring at church premises, storage facility, car parks or 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 audible reversing alert used where fitted; another leader to act as banksman when vehicle reversing</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 other areas of the site only as a group under supervision of the leaders, and across the fields rather than by road.</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 unless accompanied by a leader.</p>	All leaders

Activity / Danger Presented by:	Potential hazards	Precautions to be taken	Supervision
Working party, loading and unloading	Injury Illness	Working party briefing at start of day to instruct YFers not to lift anything too heavy for them, not to climb up/on anything, not to throw anything and to be aware of their surroundings. A large enough team is available such that workload can be shared. Two-person lift on some items including tents, marquees. YFers made aware of areas they can rest if necessary. First aiders on site. Water point available to refill drinks.	Matt Young, Danny Fleming, Maxine Roberts
Gas lanterns	Fire and burns	Gas lanterns are not to be used due to safety concerns – electric lighting only	

Activity / Danger Presented by:	Potential hazards	Precautions to be taken	Supervision
Use of kitchen areas	Food poisoning/foreign bodies in food	<p>Food safety HACCP pack produced and to be consulted. Provisions include:</p> <ul style="list-style-type: none"> • Hand washing • Cleaning and disinfecting work surfaces and equipment before use • Segregation of equipment for different uses (e.g. raw meat, gluten-free) • PPE – apron, gloves, plasters, tie back long hair • Labelling food in fridges, raw and cooked food kept separately, fridge temperatures checked daily • Food cooked to correct temperatures and stored in line with requirements • Bins emptied regularly • Safe use of can openers and knives • Only leaders to ignite gas (lights, cooking rings, water heater) • Nothing flammable to be kept near gas rings or water heater • Fire extinguisher to be kept at exits in kitchen area • One CO2 and one water or powder extinguisher in kitchen area • Fire blanket to be kept near cooking range • Supervising adults to be familiar with technique for turning off gas at bottles • Gas cylinders to be stored outside of marquees • Only cooking team to be in kitchen when meal preparation is taking place 	<p>Leader 'IT' of the day to supervise under the guidance of leaders with food hygiene certificates: Patrick Ruane, Rachel Ruane</p> <p>Leader will brief cooking team before commencement of food preparation</p> <p>Fire officer: Jack Matthews</p>

Activity / Danger Presented by:	Potential hazards	Precautions to be taken	Supervision
Electronic equipment – audio and visual	<p>Fire hazard from overheating</p> <p>Tripping over trailing wires</p>	<p>All electronic equipment PAT tested or visually inspected before camp 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 or visually inspected</p> <p>Phone chargers checked regularly to ensure that safe practice is observed</p> <p>Teenagers kept away from equipment unless required and permitted by a leader</p> <p>One CO2 and one water extinguisher to be kept in meeting marquee.</p>	<p>Danny Fleming</p> <p>‘Tech team’ including Danny Fleming, Mark Roberts, Matt Young</p>
Chemical toilets	Spillage of toilet contents	Chemical toilets only to be serviced and emptied by contractors	Matt Young
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>Leaders’ tents situated on same field as teenagers’ tents</p>	All leaders staying on site overnight to be included on rota

Activity / Danger Presented by:	Potential hazards	Precautions to be taken	Supervision
Fire Hazards	Fire outbreak and spread	<p>All tents and marquees must be erected with a minimum of 2m between (excluding guy ropes)</p> <p>All marquees must have two exit points open (not laced) when in use</p> <p>Fire extinguishers – One CO2 and one water or powder 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>Teenagers to be briefed on correct use of tent lights and batteries – batteries to be stored safely in bags</p>	<p>Danny Fleming</p> <p>Fire officer: Jack Matthews</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

Activity / Danger Presented by:	Potential hazards	Precautions to be taken	Supervision
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>Each activity will be individually risk-assessed before it commences, if not covered by this generic risk assessment</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>Games where this risk is present shall be avoided (eg "Chubby Bunny")</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	
Bude Slip & Slide	Injury	<p>Parental consent to be obtained</p> <p>Use of grip socks encouraged</p> <p>Safety video to be shown prior to attending</p> <p>Supervised by professionals at the event, and YF first aiders</p>	All leaders present

Activity / Danger Presented by:	Potential hazards	Precautions to be taken	Supervision
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 and 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>

Bonfire and BBQ	<p>Injury whilst building fire</p> <p>Injury whilst lighting fire</p> <p>Injury to spectators</p> <p>Marshmallow toasting</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 Safety exclusion zone a radius of at least 1.5x the height of the bonfire and fire pit not overloaded</p> <p>Fire extinguisher, fire blanket and First Aid Kit Only timber to be burned on fire. Nothing to be thrown into fire. Safety exclusion zone to be established</p> <p>Marshmallows may only be toasted once the fire has died down, in small groups to avoid overcrowding close to the fire, and using extra long sticks</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 informed in advance of fireworks</p> <p>YFers may help with setting up firework stakes, cordons etc, but must clear the area when fireworks are brought out to be set up</p> <p>The safety guidelines on the fireworks are to be followed. Mandatory safety exclusion distance 25m, but it would be preferable to achieve 40m.</p> <p>Fireworks to be secured to stakes to prevent falling over and firing towards spectators</p>	<p>Danny Fleming, Patrick Ruane</p> <p>All trained First Aiders to be present</p>
-----------------	---	--	---

Activity / Danger Presented by:	Potential hazards	Precautions to be taken	Supervision
		<p>Fireworks only to be fired by a leader as per instructions on/with firework. Remote firing to be used if possible, only to be operated by a leader.</p> <p>Maximum of two leaders allowed within the safety exclusion zone while fireworks are being lit, high visibility clothing, safety glasses, gloves and appropriate footwear must be worn.</p>	
Visit to local towns	<p>Separation from Group</p> <p>Personal injury</p>	<p>Teenagers to remain in groups of three or more</p> <p>Leaders' mobile numbers given to teenagers</p> <p>Registers to be used to check numbers before leaving the town</p> <p>First Aid kits to be carried by leaders</p>	Minibus drivers and all leaders present
Medication / First Aid	Loss of or incorrect use of medicines	<p>Review of medical conditions disclosed on registration/consent forms</p> <p>Ensure all teenagers have access to relevant medicines</p> <p>These will be securely kept away from other teenagers</p> <p>Consent forms with medical details and parent contact details to be kept safe but readily available</p>	<p>Consent forms to be kept in a locked car on site or taken with group when on trips away from campsite</p> <p>First Aiders: Maxine Roberts, Pauline Stanford, Ali Trimmer, Lucy Gallagher</p>

Activity / Danger Presented by:	Potential hazards	Precautions to be taken	Supervision
COVID-19 And other transmissible illnesses	Spread of COVID-19 and other illnesses	<p>Eating and washing areas (kitchen and toilets) to be cleaned regularly to minimise the risk of transmission</p> <p>Tents, marquees and Centre building to be ventilated regularly</p> <p>Any person with symptoms such as coughing, sneezing should follow good hygiene practices (hand washing, covering mouth etc)</p> <p>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</p>	All leaders
Safeguarding	Safeguarding risks to children and young people in the care of leaders	<p>APC Safeguarding Policy to be upheld at all times</p> <p>All adults attending and staying on site to have DBS certificate</p> <p>All leaders to have completed safeguarding training as identified by the APC Safeguarding Lead</p>	Maxine Roberts, Sam Gallagher
Security	Security of personal possessions, APC equipment, hired vehicles etc	<p>Vehicles to be locked and keys kept safe by drivers</p> <p>Valuables and equipment to be locked in Centre building overnight and when leaving site</p> <p>Attendees to be made aware that the site is not secure and to take care of valuables</p>	Leaders

Blank Template for Assessing Risks from Specific Activities

Activity Name:		Risk Assessment Carried Out By:	
Date of Activity:		Date of Risk Assessment:	

Activity / Danger Presented by:	Potential hazards	Precautions to be taken	Supervision

Blank Template for Assessing Risks from Specific Activities

Activity Name:		Risk Assessment Carried Out By:	
Date of Activity:		Date of Risk Assessment:	

Activity / Danger Presented by:	Potential hazards	Precautions to be taken	Supervision

Blank Template for Assessing Risks from Specific Activities

Activity Name:		Risk Assessment Carried Out By:	
Date of Activity:		Date of Risk Assessment:	

Activity / Danger Presented by:	Potential hazards	Precautions to be taken	Supervision

Blank Template for Assessing Risks from Specific Activities

Activity Name:		Risk Assessment Carried Out By:	
Date of Activity:		Date of Risk Assessment:	

Activity / Danger Presented by:	Potential hazards	Precautions to be taken	Supervision

Blank Template for Assessing Risks from Specific Activities

Activity Name:		Risk Assessment Carried Out By:	
Date of Activity:		Date of Risk Assessment:	

Activity / Danger Presented by:	Potential hazards	Precautions to be taken	Supervision

Blank Template for Assessing Risks from Specific Activities

Activity Name:		Risk Assessment Carried Out By:	
Date of Activity:		Date of Risk Assessment:	

Activity / Danger Presented by:	Potential hazards	Precautions to be taken	Supervision