

## Adventure Group – risk assessment for externally provided activities

Use this risk assessment before leading an activity to help understand the risks and any steps needed to be taken to stay safe. Complete a copy for every activity and keep this for 1 year after the date of the activity.



<b>Activity</b>	Kayaking at Exeter Quay	<b>Date of activity</b>	20/10/21
<b>Adventure Leader</b>	Miggie Pickton	<b>Date of risk assessment</b>	22/09/21
<b>Activity Provider</b>	KayakHub	<b>Date of research or recce</b>	16/09/21

Possible hazards	Who might be harmed and how?	Ways to control the risk	Activity specific notes	Action taken? (click on the box to tick)
Bad weather (including extreme temperatures) (Outdoor activities only)	Participants – risk of illness and injury	Check the weather forecast and postpone/cancel if necessary.	To be checked on the day	<input type="checkbox"/>
		Advise participants to bring suitable clothing and items for the conditions.	Wear clothes that you would normally wear for hiking (ie. Waterproof outerwear; avoid slow drying wool and cotton; weather appropriate clothing)	<input type="checkbox"/>
Slips, trips and falls	Participants	Make participants aware of potential hazards; advise on suitable footwear	Footwear should have non-slip soles	<input type="checkbox"/>
Hazards due to specific nature of activity	Participants - risk of e.g. injury, drowning, vertigo	Notify participants of any likely physical risks so they may make an informed decision re their personal fitness for the activity.	Fitness appropriate for climbing in and out of kayak; up to 2 hours paddling; lifting kayak in and out of water; carrying kayak short distances	<input type="checkbox"/>
		Ensure participants declare any relevant medical conditions to the provider.	Remind participants on the day	<input type="checkbox"/>
		Employ experts to instruct and supervise the activity with safety as a priority. Ensure they include appropriate instruction to mitigate known physical risks (e.g. use of buoyancy aids; procedure for lifting safely; capsize procedure; what to do in emergency)	Instructors to advise on: <ul style="list-style-type: none"> <li>correct techniques for manhandling, climbing into and paddling a kayak to avoid injury.</li> <li>capsize procedure</li> </ul>	<input type="checkbox"/>

Possible hazards	Who might be harmed and how?	Ways to control the risk	Activity specific notes	Action taken? (click on the box to tick)
		Ensure experts are appropriately qualified to teach and supervise the activity.	Instructors are British Canoeing Union qualified	<input type="checkbox"/>
		Ensure provider has first aid certification and first aid kit is available.	Yes and yes	<input type="checkbox"/>
		Ensure provider supplies appropriate safety equipment e.g. buoyancy aids; harness etc	Buoyancy aids to be supplied.	<input type="checkbox"/>
		Ensure provider holds public liability insurance.	Yes (£12 million)	<input type="checkbox"/>
Environmental risks	Participants	Ensure participants are aware of environmental hazards (e.g. pollution; poor water quality; uneven and slippery surfaces; overhanging trees; road traffic) and the actions needed to mitigate these.	Participants are advised to wash hands before eating or drinking and to bathe asap after immersion. Participants advised to negotiate around trees, both overhanging and floating. Advised as to correct action in event of entanglement.	<input type="checkbox"/>
Loss of money	Participants – due to cancellation by either party	Establish provider's policy for cancellation due to weather, illness or other circumstances.	Cancellation prior to 48 hours beforehand: full refund or move booking Cancellation within 48 hours of booking: loss of deposit or move booking	<input type="checkbox"/>
Loss of personal property	Participants	Establish provision of secure space for storage of personal belongings; advise participants to leave valuables at home	Dry bags are supplied for personal belongings.	<input type="checkbox"/>
Transmission of COVID-19 through close contact / meeting other people	Participants – risk of spreading COVID-19	Plan the activity for a less busy time.	Activity to take place on weekday, off-season.	<input type="checkbox"/>
		Avoid activities where physical distancing is not possible.	Physical distancing is possible.	<input type="checkbox"/>
		Give clear information about limiting the group size in line with government guidance.	Group size is in line with government guidance.	<input type="checkbox"/>
		Remind participants beforehand about the guidelines, including on travel & transport.	Included in website briefing.	<input type="checkbox"/>

Possible hazards	Who might be harmed and how?	Ways to control the risk	Activity specific notes	Action taken? (click on the box to tick)
		Advise participants at the start of the activity to maintain physical distancing, and what to do at any pinch points – this is everyone’s responsibility.	Remind participants on the day.	<input type="checkbox"/>
		Carry a face covering in case of incidents.	Included in website briefing.	<input type="checkbox"/>
		Ensure you have a record of who attended the activity for contact tracing.	Yes	<input type="checkbox"/>
Transmission of COVID-19 through touching equipment	Participants, members of the public – risk of spreading COVID-19	Avoid touching each other’s equipment, where possible	Included in website briefing.	<input type="checkbox"/>
		Suggest participants bring hand sanitiser.	Included in website briefing.	<input type="checkbox"/>
		Advise participants not to share food, drink or equipment.	Included in website briefing.	<input type="checkbox"/>
<i>Activity description and details to provide to participants before the start of the activity</i>		<ul style="list-style-type: none"> <li>a. Type of activity</li> <li>b. Name of leader and leader’s contact details</li> <li>c. Location of activity</li> <li>d. Date and start time</li> <li>e. Duration</li> <li>f. Cost, including deposit required</li> <li>g. Deadline for commitment (including payment of deposit if required)</li> <li>h. Deadline for payment in full</li> <li>i. Cancellation policy</li> <li>j. Procedure for notifying group if provider cancels</li> <li>k. Level of fitness required or any particular skills</li> <li>l. Need to declare relevant medical conditions</li> <li>m. Disclaimer: Please note that whilst the organisers are concerned for everyone’s welfare, by taking part in this activity you should recognise that your safety is your own responsibility.</li> <li>n. Appropriate footwear &amp; clothing</li> <li>o. Toilet / refreshment facilities</li> <li>p. What to bring – food / drink / equipment</li> <li>q. Meeting point</li> <li>r. Car parking facilities</li> </ul>		