

## 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>	Segwaying	<b>Date of activity</b>	29/04/22
<b>Adventure Leader</b>	Ann Moran	<b>Date of risk assessment</b>	01/04/22
<b>Activity Provider</b>	Go Segway	<b>Date of research or recce</b>	29/03/22

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 weather suitable clothing and sturdy trainers. Gloves (not fingerless) are required. Helmets must be worn and these are provided.	<input type="checkbox"/>
Slips, trips and falls	Participants	Make participants aware of potential hazards; advise on suitable footwear	Wear closed toe, flat footwear with a good grip. Be mindful of your surroundings at all times, including the location of other participants.	<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 the activity: ability to stand for two hours, step up onto the Segway and lean from side to side in a controlled manner.	<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.	Instructors to advise on all health and safety matters; techniques for Segway riding; emergency procedures etc.	<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 they include appropriate instruction to mitigate known physical risks (e.g.what to do in emergency)		
		Ensure experts are appropriately qualified to teach and supervise the activity.	Yes	<input type="checkbox"/>
		Ensure provider has first aid certification and first aid kit is available.	Yes	<input type="checkbox"/>
		Ensure provider supplies appropriate safety equipment e.g. buoyancy aids; harness etc	Helmets are provided.	<input type="checkbox"/>
		Ensure provider holds public liability insurance.	Yes	<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. Participants advised to negotiate course hazards with due care, being particularly mindful of slippery conditions. Advised as to correct action in event of emergency.	<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.	More than 7 days before: full refund or reschedule. 7 to 3 days before: option to reschedule. No refund unless places are re-sold. 2 days before: no refund or reschedule unless places are re-sold.  Note that Segwaying is highly weather dependent and is likely to be cancelled if the weather is bad.	<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	Participants may not take any bag with them on the course, though small items may be taken in pockets. Advised to leave larger belongings the car.	<input type="checkbox"/>
Transmission of COVID-19 through	Participants – risk of	Plan the activity for a less busy time.	Activity to take place on an off-season Friday.	<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)
close contact / meeting other people	spreading COVID-19	Avoid activities where physical distancing is not possible.	Physical distancing is possible.	<input type="checkbox"/>
		The use of a lateral flow test on the morning of the activity is encouraged but not now mandatory.	Included in website briefing.	
		Give clear information about limiting the group size in line with government guidance.	Maximum group size is 14.	<input type="checkbox"/>
		Remind participants beforehand about the guidelines.	Included in website briefing.	<input type="checkbox"/>
		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.	Face masks are optional, in line with government guidance.	<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"/>
Activity description and details to provide to participants before the start of the activity		<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</li> </ul>	Details are available on the Dawlish & District website: <a href="https://u3a.dawlish.info/adventure-group-segwaying">https://u3a.dawlish.info/adventure-group-segwaying</a>	

Possible hazards	Who might be harmed and how?	Ways to control the risk	Activity specific notes	Action taken? (click on the box to tick)
		<p>activity you should recognise that your safety is your own responsibility.</p> <ul style="list-style-type: none"> <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>		