

## 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>	Sailing taster session	<b>Date of activity</b>	09/05/22 23/05/22 08/06/22
<b>Adventure Leader</b>	Miggie Pickton	<b>Date of risk assessment</b>	08/04/22
<b>Activity Provider</b>	SeaSports Southwest	<b>Date of research or recce</b>	08/04/22

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.	Advice sought from provider and included in website briefing.	<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.	“All participants should be water confident if they are not able to swim. All participants must sure they can recover themselves back into the craft used on the activity booked. All participants must complete and accept the medical disclaimer on the booking form to partake in activities. All participants must wear appropriate personal floatation when on the water – there are no exceptions.”	<input type="checkbox"/>
		Ensure participants declare any relevant medical conditions to the provider.	Remind participants on the day	<input type="checkbox"/>

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		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; capsizing procedure; what to do in emergency)	Full instruction is provided. This will include a familiarisation session onshore then out on the water in the estuary area with the instructor guiding through the lesson from a safety boat. Only three boats per instructor will be allowed out at any one time.	<input type="checkbox"/>
		Ensure experts are appropriately qualified to teach and supervise the activity.	"All Staff are mature and experienced, DBS checked and 1st aid qualified, as well as being governing body qualified."	<input type="checkbox"/>
		Ensure provider has first aid certification and first aid kit is available.	Yes and yes, on each boat.	<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 (£5 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.	The activity is arranged to coincide with the optimum tidal conditions. Participants are advised to wash hands before eating or drinking and to bathe asap after immersion.	<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.	See <a href="#">Booking terms and conditions</a> Between 2 and 4 weeks 50% of the course fee Between 2 and 1 week 75% of the course fee Less than 1-week full payment In the case of nonattendance then a refund will not be available.	<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 are advised not to bring valuables with them but lockers are available.	<input type="checkbox"/>
Transmission of COVID-19 through	Participants – risk of	Plan the activity for a less busy time.	Activity to take place on weekday, off-season.	<input type="checkbox"/>

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close contact / meeting other people	spreading COVID-19	Avoid activities where physical distancing is not possible.	The activity takes place outdoors in an open environment.	<input type="checkbox"/>
		Give clear information about limiting the group size in line with government guidance.	Groups comprise up to 6 people.	<input type="checkbox"/>
		Remind participants not to attend if they have Covid symptoms.	SeaSports require participants to take a lateral flow test before attending.	<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	Some equipment is shared (one boat between two). Participants are advised to bring hand sanitiser.	<input type="checkbox"/>
		Suggest participants bring hand sanitiser.	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> </ul>	Covered by the website briefing.	

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		<ul style="list-style-type: none"> <li>q. Meeting point</li> <li>r. Car parking facilities</li> </ul>		