

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.



Activity	RIB ride	Date of activity	06/10/22
Adventure Leader	Ann Moran	Date of risk assessment	10/09/22
Activity Provider	Devon Sea Safari	Date of research or recce	08/09/22

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. Devon Sea Safari will cancel in extreme weather (e.g. high winds) but still operate in rain.	<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 wear life jackets (provided) when on the water.	<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)	Full safety briefing is provided, including expected behaviour when the boat is travelling at speed. If interesting wildlife is spotted the skipper will stop the boat to enable passengers to take photos.	<input type="checkbox"/>

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		Ensure experts are appropriately qualified to teach and supervise the activity.	DSS staff have appropriate professional qualifications and experience (see here).	<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	<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.	Covered by website and in person briefings.	<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.	Devon Sea Safari state: "if we don't sail due to extreme weather you will get a full refund or we can move your trip to another time/day. Our skipper will always ensure that it's safe to sail and may make last minute decisions." DSS will not cancel if it is simply raining. If participants are unable to come, please note that u3a will still be obliged to pay the full charter fee.	<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..	<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.	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.	No longer applicable. The RIB takes up to 12 people.	<input type="checkbox"/>

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		Remind participants not to attend if they have Covid symptoms.	Covered by website briefing.	<input type="checkbox"/>
		Carry a face covering in case of incidents.	No longer required but people may wear a face covering if they wish.	<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	The RIB carries 12 people in close proximity. This is unavoidable. Participants are advised to bring hand sanitiser and wear a face mask if they are concerned.	<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"> a. Type of activity b. Name of leader and leader's contact details c. Location of activity d. Date and start time e. Duration f. Cost, including deposit required g. Deadline for commitment (including payment of deposit if required) h. Deadline for payment in full i. Cancellation policy j. Procedure for notifying group if provider cancels k. Level of fitness required or any particular skills l. Need to declare relevant medical conditions 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. n. Appropriate footwear & clothing o. Toilet / refreshment facilities p. What to bring – food / drink / equipment q. Meeting point r. Car parking facilities 	Covered by the website briefing.	