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	Virtual Reality Experience	**Date of activity**	*21st and 27th April 2023*
Adventure Leader	Deb Wallis	**Date of risk assessment**	*27th March 2023*
Activity Provider	The Vrve	**Date of research or recce**	*27th March 2023*

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.	Activity is indoors. Forecast will be checked and if travel is likely to be hazardous we will postpone or cancel.	☐
		Advise participants to bring suitable clothing and items for the conditions.	Not applicable for indoor activity.	☐
Slips, trips and falls	Participants	Make participants aware of potential hazards; advise on suitable footwear	Everyone will be asked to remove footwear on the soft floor so need to be asked to wear socks	☐
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.	Everyone should be aware of the information given by the venue - Virtual Reality is a VERY immersive experience and can affect everyone differently. All will be asked to sign the venue's disclaimer and participants need to be aware of this in advance	☐
		Ensure participants declare any relevant medical conditions to the provider.	Remind participants on the day. People who have previous medical conditions such as severe headaches, ear-aches, or psychiatric disorders, should see a doctor before using VR headsets. Some	☐

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			people may experience seizures triggered by flashing lights or patterns while experiencing virtual reality, even if they have never had a seizure before, or have no history of epilepsy or seizures. Anyone who knows or believes they may have previously experienced a seizure or other symptom linked to an epileptic condition should see a doctor prior to using VR headsets. People who are prone to motion sickness have a risk of experiencing discomfort when using Virtual Reality. Do not use when you are sleep deprived, are under the influence of drugs or alcohol, or have digestive problems.	
		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)	The instructor will monitor the group and instruct as necessary.	☐
		Ensure experts are appropriately qualified to teach and supervise the activity.	Provider offers incredibly immersive virtual reality experiences supervised by trained VR professionals. Their flagship virtual reality centres are based in Exeter in the South West of England and Liverpool in the North West. The VR Studio's come equipped with cutting edge VR technology, enabling them to provide the absolute best virtual reality experiences available today.	☐
		Ensure provider has first aid certification and first aid kit is available.	Yes instructor will be Johnny who has first aid certification and first aid kit is available	☐
		Ensure provider supplies appropriate safety equipment e.g. buoyancy aids; harness etc	Not relevant	☐

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		Ensure provider holds public liability insurance.	Yes £2million	☐
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.	Not relevant for indoor activity	☐
Loss of money	Participants – due to cancellation by either party	Establish provider's policy for cancellation due to weather, illness or other circumstances.	The VRVE's cancellation policy is displayed here: https://www.thevrve.com/faq/. However, this policy applies to the whole group booking and if an individual needs to cancel there is no guarantee that a refund will be available. If you need to cancel please contact the organiser as soon as possible.	☐
Loss of personal property	Participants	Establish provision of secure space for storage of personal belongings; advise participants to leave valuables at home	Our group will have sole use of the studio and any personal belongings can be left at the side. There are coat hooks. Participants to be advised not to take anything other than essentials with them	☐
Transmission of COVID-19 through close contact / meeting other people	Participants – risk of spreading COVID-19	Plan the activity for a less busy time.	The provider spaces out sessions and only accepts private hire. So we have plenty of time to air out and clean between sessions and there is only one group and the host in the studio at once.	☐
		Avoid activities where physical distancing is not possible.	Physical distancing is not possible for this activity. If this is a concern then members are advised not to participate.	☐
		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.	Group size is no longer limited by government guidance but each party booking is limited to 12 people.	☐
		Carry a face covering in case of incidents.	Face masks are optional, in line with government guidance.	☐

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		Ensure you have a record of who attended the activity for contact tracing.	Yes	☐
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 provider asks everyone to wash their hands before entering and for private hire, wearing a mask is optional. Finally, besides the main headset, everyone will use a separate headset and if requested, the studio host will also wear a mask.	☐
		Suggest participants bring hand sanitiser.	Included in website briefing.	☐
Activity description and details to provide to participants before the start of the activity		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	Details are available on the Dawlish & District website: https://u3a.dawlish.info/adventure-group-virtual-reality-experience	