

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	William Pengelly Caves	Date of activity	18th May 2023
Adventure Leader	Carolyn Hartley	Date of risk assessment	19th April 2023
Activity Provider	William Pengelly Caves Studies Trust	Date of research or recce	4th April 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.		<input type="checkbox"/>
		Advise participants to bring suitable clothing and items for the conditions.	Waterproofs and stout shoes.	<input type="checkbox"/>
Slips, trips and falls	Participants	Make participants aware of potential hazards; advise on suitable footwear	Potential hazards are steps, uneven ground and low cave height. Helmets are supplied; participants advised on website.	<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.	Need ability to climb steps and walk on rough terrain.	<input type="checkbox"/>
		Ensure participants declare any relevant medical conditions to the provider.	Advised on website.	<input type="checkbox"/>
		Employ experts to instruct and supervise the activity with safety as a priority.	There will be two guides. The walk will start with a safety briefing.	<input type="checkbox"/>

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		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)		
		Ensure experts are appropriately qualified to teach and supervise the activity.	Guide is an ecology teacher.	<input type="checkbox"/>
		Ensure provider has first aid certification and first aid kit is available.	First aid kit available.	<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 will be alerted to hazards (e.g. low ceiling height) as appropriate.	<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.	Participants will be responsible for their share of group booking cost. Unless a stand-in can be found, failure to attend will result in loss of money.	<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	Secure space identified in museum.	<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.	Mid week private booking.	<input type="checkbox"/>
		Avoid activities where physical distancing is not possible.	Participants advised to keep distance if possible.	<input type="checkbox"/>
		Give clear information about limiting the group size in line with government guidance.	N/A	<input type="checkbox"/>
		Remind participants beforehand about the guidelines, including on travel & transport.	N/A	<input type="checkbox"/>

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		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.	Noted on website.	<input type="checkbox"/>
		Carry a face covering in case of incidents.	Noted on website.	<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	Involves only helmets.	<input type="checkbox"/>
		Suggest participants bring hand sanitiser.	Noted on website.	<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 	Noted on website.	

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		r. Car parking facilities		