

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	Archery	Date of activity	15/6/23 and 16/6/23
Adventure Leader	Miggie Pickton	Date of risk assessment	13/5/23
Activity Provider	Ashcombe Shooting Ground Contact: Simone	Date of research or recce	11/5/23

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 under cover.	<input type="checkbox"/>
		Advise participants to bring suitable clothing and items for the conditions.	Included in website briefing	<input type="checkbox"/>
Slips, trips and falls	Participants	Make participants aware of potential hazards; advise on suitable footwear	Non baggy clothing and closed toe footwear advised	<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.	There are no special fitness requirements for clay shooting although participants will need to be able to climb a few steps and stand for the duration of the activity.	<input type="checkbox"/>
		Ensure participants have access to appropriate equipment for the activity.	Ensure participants are provided with a gun of a suitable weight for their stature.	<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.	The trainers are experienced shooting trainers and and qualified to teach. They will provide a full safety briefing at the start.	<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)	Participants are expected to sign a disclaimer before shooting. Hearing and eye protection will be provided.	
		Ensure experts are appropriately qualified to teach and supervise the activity.	Please see above.	<input type="checkbox"/>
		Ensure provider has first aid certification and first aid kit is available.	Two members of staff are first aid trained.	<input type="checkbox"/>
		Ensure provider supplies appropriate safety equipment e.g. buoyancy aids; harness etc	Safe practice is covered by the instructors prior to the activity.	<input type="checkbox"/>
		Ensure provider holds public liability insurance.	Yes (£10 million) with NFU Mutual.	<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 shooting range is a short walk from the car park along a surfaced path and up a few steps. Wheelchair users can take an alternative route.	<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.	Cancellation after 7 days prior to the activity will incur loss of payment unless it is possible to find someone else to take the place.	<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 advised not to take valuables with them. Secure storage is not available.	<input type="checkbox"/>

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<p><i>Activity description and details to provide to participants before the start of the activity</i></p>		<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 	<p>Details are available on the Dawlish & District website: https://u3a.dawlish.info/adventure-group-clay-shooting</p>	