

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	Town Quiz and Scavenger Hunt	Date of activity	22nd August 2023
Adventure Leader	Deb Wallis	Date of risk assessment	10th July 2023
Activity Provider	Deb Wallis	Date of research or recce	10th July 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.	Will go ahead even if the weather is bad. If the weather is exceptionally hazardous a message will be put on the website to cancel or postpone	<input type="checkbox"/>
		Advise participants to bring suitable clothing and items for the conditions.	Advise participants to bring umbrella and wear suitable clothing	<input type="checkbox"/>
Slips, trips and falls	Participants	Make participants aware of potential hazards; advise on suitable footwear	Walking shoes	<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.	Advise participants of the need to walk up to 2 miles on a variety of surfaces (mostly pavements). May need to climb some steps	<input type="checkbox"/>
		Ensure participants declare any relevant medical conditions to the provider.	Participants should declare any relevant medical conditions if required.	<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)	The route will be planned in public spaces where there are no safety risks	<input type="checkbox"/>
		Ensure experts are appropriately qualified to teach and supervise the activity.	Not relevant	<input type="checkbox"/>
		Ensure provider has first aid certification and first aid kit is available.	Not relevant. The event is in the town centre public space.	<input type="checkbox"/>
		Ensure provider supplies appropriate safety equipment e.g. buoyancy aids; harness etc	Not relevant	<input type="checkbox"/>
		Ensure provider holds public liability insurance.	Not relevant	<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.	Instructions for route will note any minor hazards such as crossing the road	<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.	Bookings will not be taken. Therefore there will be no loss of money except the cost of printing the quiz sheets by the organiser. People will be asked to give an indication of attendance so that we can print a suitable number	<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	People will be expected to carry any belongings with them and take responsibility for 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.	Event taking place outdoors.	<input type="checkbox"/>
		Avoid activities where physical distancing is not possible.	If this is a concern then members are advised not to participate.	<input type="checkbox"/>

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		The use of a lateral flow test on the morning of the activity is encouraged but not now mandatory.	Included in website briefing.	<input type="checkbox"/>
		Give clear information about limiting the group size in line with government guidance.	Group size is no longer limited by government guidance.	<input type="checkbox"/>
		Carry a face covering in case of incidents.	Face masks are optional, in line with government guidance.	<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	Participants may enter in groups and will take responsibility for this themselves. Participants will bring their own pen and clipboard	<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 	Details are available on the Dawlish & District website:	

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		r. Car parking facilities		