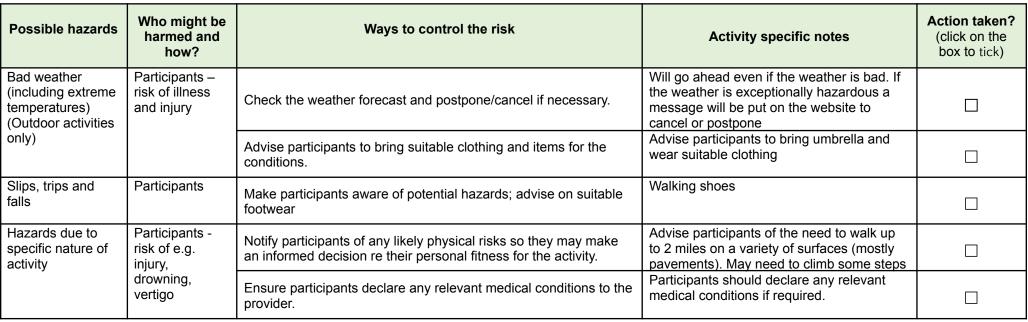
Adventure Group - risk assessment for externally provided activities

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



Adventure Group Risk assessment v4 Line Dancing.docx

Last updated 22/03/2023



Possible hazards Who might be harmed and how?		Ways to control the risk	Activity specific notes	Action taken? (click on the box to tick)
		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 route will be planned in public spaces where there are no safety risks	
		Ensure experts are appropriately qualified to teach and supervise the activity.	Not relevant	
		Ensure provider has first aid certification and first aid kit is available.	Not relevant. The event is in the town centre public space.	
		Ensure provider supplies appropriate safety equipment e.g. buoyancy aids; harness etc	Not relevant	
		Ensure provider holds public liability insurance.	Not relevant	
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	
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	
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	
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.	
		Avoid activities where physical distancing is not possible.	If this is a concern then members are advised not to participate.	

Possible hazards	Who might be harmed and how?	Ways to control the risk	Activity specific notes	Action taken? (click on the box to tick)
		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.	
		Carry a face covering in case of incidents.	Face masks are optional, in line with government guidance.	
		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	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	
	COVID-19	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 	Details are available on the Dawlish & District website:	

Possible hazards	Who might be harmed and how?	Ways to control the risk	Activity specific notes	Action taken? (click on the box to tick)
		r. Car parking facilities		