

## 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.

<b>Activity</b>	Tower Trip	<b>Date of activity</b>	23/11/2023
<b>Adventure Leader</b>	Deborah	<b>Date of risk assessment</b>	20/10/2023
<b>Activity Provider</b>	St Gregory's Church Bellringers	<b>Date of research or recce</b>	20/10/2023

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.	Need suitable clothing as will be outside on the top of the tower	<input type="checkbox"/>
Slips, trips and falls	Participants	Make participants aware of potential hazards; advise on suitable footwear	Steep and uneven stone spiral staircase with 85 steps. Participants to make their own decision on whether they are fit enough. Need to ensure suitable footwear	<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.	Participants will be outside on the top of the tower. It has a safe parapet but anyone who is scared of heights may feel uncomfortable	<input type="checkbox"/>
		Ensure participants declare any relevant medical conditions to the provider.	Yes everyone needs to be able to climb the steps. Extra checks needed for those intending to have a go at ringing the bell	<input type="checkbox"/>
		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)	Anyone having a go at bellringing will have one to one guidance from a very experienced instructor who will give a safety briefing before beginning. All instructions must be followed in order to minimise the risk of an accident	<input type="checkbox"/>

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		Ensure experts are appropriately qualified to teach and supervise the activity.	Have booked church Ringing Master who is a very experienced instructor. He will ensure he has adequate number of helpers depending on number of people booking a place	<input type="checkbox"/>
		Ensure provider has first aid certification and first aid kit is available.	No certification but first aid kit is available in church	<input type="checkbox"/>
		Ensure provider supplies appropriate safety equipment e.g. buoyancy aids; harness etc	none required	<input type="checkbox"/>
		Ensure provider holds public liability insurance.	Have asked the church to confirm that their cover includes visitors ascending the tower.	<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 warned of need to climb uneven spiral staircase. Possible slippery surface on roof of tower if wet	<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.	If organisers need to cancel then another date will be arranged. If participants are unable to attend they will not be charged	<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 to bring a minimum amount of luggage. Cameras etc will be their own responsibility	<input type="checkbox"/>
Transmission of COVID-19 through close contact / meeting other people	Participants – risk of spreading COVID-19	Suggest participants stay at home if they are exhibiting Covid symptoms. Suggest participants bring hand sanitiser. Advise participants to respect each other’s personal space.		<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"> <li>a. Type of activity</li> <li>b. Name of leader and leader's contact details</li> <li>c. Location of activity</li> <li>d. Date and start time</li> <li>e. Duration</li> <li>f. Cost, including deposit required</li> <li>g. Deadline for commitment (including payment of deposit if required)</li> <li>h. Deadline for payment in full</li> <li>i. Cancellation policy</li> <li>j. Procedure for notifying group if provider cancels</li> <li>k. Level of fitness required or any particular skills</li> <li>l. Need to declare relevant medical conditions</li> <li>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.</li> <li>n. Appropriate footwear &amp; clothing</li> <li>o. Toilet / refreshment facilities</li> <li>p. What to bring – food / drink / equipment</li> <li>q. Meeting point</li> <li>r. Car parking facilities</li> </ul>	<ul style="list-style-type: none"> <li>a. Trip up tower of St Gregory's Church Dawlish including view from the top, short talking about bellringing and opportunity to have a try at bellringing</li> <li>b. Deborah Wallis - adventure group email</li> <li>c. St Gregory's Church Dawlish</li> <li>d. 23rd November 2023. 2 pm</li> <li>e. up to 2 hours depending on numbers</li> <li>f. £2 payable on the day towards the Bell Maintenance Fund</li> <li>g. Indication of numbers needed by 17th November</li> <li>h. payment on the day in cash</li> <li>i. If organisers need to cancel then another date will be arranged. If participants are unable to attend they will not be charged</li> <li>j. email and on website</li> <li>k. ability to climb spiral staircase. Ability to stand unsupported and raise arms above head for bellringing</li> <li>l. participants to declare</li> <li>m. disclaimer</li> <li>n. sensible shoes and clothes</li> <li>o. toilets in church. Refreshments will not be available.</li> <li>p. camera</li> <li>q. outside door at base of church tower</li> <li>r. on street parking</li> </ul>	

