

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	Racing simulator	Date of activity	11/12/2023
Adventure Leader	Deborah	Date of risk assessment	06/11/2023
Activity Provider	Apex Racing Centre	Date of research or recce	26/10/2023

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.	No risk identified for activity as indoors. May be a travel risk if weather is bad	<input type="checkbox"/>
		Advise participants to bring suitable clothing and items for the conditions.	No risk identified as indoors	<input type="checkbox"/>
Slips, trips and falls	Participants	Make participants aware of potential hazards; advise on suitable footwear	No risks identified	<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.	No risks identified	<input type="checkbox"/>
		Ensure participants declare any relevant medical conditions to the provider.	Anyone who is prone to motion sickness should declare this as steps can be taken to help minimise this	<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; capsized procedure; what to do in emergency)	Using professional and experienced provider. Health and safety briefing will be given at start of session	<input type="checkbox"/>

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		Ensure experts are appropriately qualified to teach and supervise the activity.		<input type="checkbox"/>
		Ensure provider has first aid certification and first aid kit is available.	Yes	<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.	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.	No risks identified	<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.	To negotiate depending on circumstances. Should be able to rebook for whole group but not for individuals.	<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	There are coat hooks and limited space behind counter for bags but participants are advised to bring a minimum of luggage	<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.	Participants to take personal responsibility	<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 	<ul style="list-style-type: none"> a. racing simulation package b. Oli at Apex Race Centre bookings@apexracecentre.co.uk 01884 904960 oli@apexracecentre.co.uk c. Five Bridges, Willand Road, Cullompton EX15 1QP d. 11/12/2023 2 pm e. one hour session for up to eight people or two hours for up to twelve f. £150 for a group of up to eight, £280 for a group of up to 12 g. deposit by 12th November h. payment in full by 3rd December i. if whole group cancelled we should be able to rebook but if it is one individual they will lose money as cost is split between all participants j. email to booked participants and message on our website k. no specific requirements l. if a person is prone to motion sickness it may be exacerbated but steps can be taken to minimise this if declared m. disclaimer n. any o. toilets on site and adjacent coffee house p. nothing q. at venue r. ample free off road parking at venue s. 	

