

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	23/02/2024 and 29/02/2024 (2 sessions)
Adventure Leader	Miggie Pickton	Date of risk assessment	24/01/2024
Activity Provider	Ashcombe Shooting Ground Contact: Simone	Date of research or recce	24/01/2024

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 indoors. Forecast will be checked and if travel is likely to be hazardous we will postpone or cancel.	<input type="checkbox"/>
		Advise participants to bring suitable clothing and items for the conditions.	Not applicable for indoor activity.	<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 requirements for archery although participants will need to be able to stand whilst shooting. Chairs will be available between turns..	<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. 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)	The trainer is an experienced archery trainer and a range safety officer will be on site. Arm guards will be provided.	<input type="checkbox"/>

Possible hazards	Who might be harmed and how?	Ways to control the risk	Activity specific notes	Action taken? (click on the box to tick)
		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).	<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.	Not applicable for indoor activity	<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"/>
<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 	Details are available on the Dawlish & District website: https://u3a.dawlish.info/adventure-group-archery-february-2024	

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		<ul style="list-style-type: none"> 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 		