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**	*21/03/2025 and 27/03/2025* (2 sessions)
Adventure Leader	Miggie Pickton	**Date of risk assessment**	*15/02/2025*
Activity Provider	Ashcombe Shooting Ground Contact: Simone	**Date of research or recce**	*15/02/2025*

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.	☐
		Advise participants to bring suitable clothing and items for the conditions.	Not applicable for indoor activity.	☐
Slips, trips and falls	Participants	Make participants aware of potential hazards; advise on suitable footwear	Non baggy clothing and closed toe footwear advised	☐
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..	☐
		Ensure participants declare any relevant medical conditions to the provider.	Remind participants on the day	☐
		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 trainer is an experienced archery trainer and a range safety officer will be on site. Arm guards will be provided.	☐

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.	☐
		Ensure provider has first aid certification and first aid kit is available.	Two members of staff are first aid trained.	☐
		Ensure provider supplies appropriate safety equipment e.g. buoyancy aids; harness etc	Safe practice is covered by the instructors prior to the activity.	☐
		Ensure provider holds public liability insurance.	Yes (£10 million).	☐
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	☐
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.	☐
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.	☐
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	Details are available on the Dawlish & District website: https://u3a.dawlish.info/adventure-group-archery-march-2025	

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		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		