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	Beer Quarry Caves	**Date of activity**	*24th September 2025*
Adventure Leader	Carolyn Hartley	**Date of risk assessment**	*7th August 2025*
Activity Provider	Beer Quarry Caves	**Date of research or recce**	*7th August 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.	To be checked on the day.	☐
		Advise participants to bring suitable clothing and items for the conditions.	Warm clothing and appropriate footwear.	☐
Slips, trips and falls	Participants	Make participants aware of potential hazards; advise on suitable footwear	Potential hazard - uneven ground Hard hats are supplied.	☐
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.	Need ability to walk a steep slope from the car park to the entrance.	☐
		Ensure participants declare any relevant medical conditions to the provider.		☐
		Employ experts to instruct and supervise the activity with safety as a priority.	Guides will advise on all health and safety issues.	☐

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 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)		
		Ensure experts are appropriately qualified to teach and supervise the activity.	Guides are first aid trained.	☐
		Ensure provider has first aid certification and first aid kit is available.	First aid kit available.	☐
		Ensure provider supplies appropriate safety equipment e.g. buoyancy aids; harness etc	Hard hats are provided.	☐
		Ensure provider holds public liability insurance.	TBC	☐
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 alerted to hazards (e.g. low ceiling height) as appropriate.	☐
Loss of money	Participants – due to cancellation by either party	Establish provider's policy for cancellation due to weather, illness or other circumstances.	TBC	☐
Loss of personal property	Participants	Establish provision of secure space for storage of personal belongings; advise participants to leave valuables at home	Secure space in reception.	☐
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	Adventure Carolyn A Hartley 07715728562 Beer, Devon, UK Wednesday, 24th September 2025 at 14:30 1:30 hrs £13.00 5th September 2025 5th September 2025 Inform cancellation via e mail	

Possible hazards	Who might be harmed and how?	Ways to control the risk	Activity specific notes	Action taken? (click on the box to tick)
		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	Yes Warm clothing and appropriate footwear Toilets/cafe Reception	