

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	Tour of St Nicholas Priory	Date of activity	12/11/2025
Adventure Leader	Deborah Wallis	Date of risk assessment	13/10/2025
Activity Provider	St Nicholas Priory	Date of research or recce	02/10/2025

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.	Indoor activity - no weather risks identified	☐
		Advise participants to bring suitable clothing and items for the conditions.	Indoor activity.	☐
Slips, trips and falls	Participants	Make participants aware of potential hazards; advise on suitable footwear	Normal daily activity footwear and care are all that will be required	☐
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	☐
		Ensure participants declare any relevant medical conditions to the provider.	Advised on website	☐
		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)		☐

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		Ensure experts are appropriately qualified to teach and supervise the activity.	Experienced guides. Tours updated regularly to reflect the dedicated efforts of staff and volunteers who actively research the Priory and its lengthy history within Exeter.	☐
		Ensure provider has first aid certification and first aid kit is available.	A first aid kit is available on site.	☐
		Ensure provider supplies appropriate safety equipment e.g. buoyancy aids; harness etc	Not applicable.	☐
		Ensure provider holds public liability insurance.	Yes.	☐
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.	The priory is an ancient building. The guide will advise of an uneven flooring or steps etc. Upper floors not wheelchair accessible.	☐
Loss of money	Participants – due to cancellation by either party	Establish provider's policy for cancellation due to weather, illness or other circumstances.	There is a minimum group size and charge. Event will not be booked if we cannot meet the minimum group size. If people cancel after booking, refunds will not be possible if we fall below the minimum	☐
Loss of personal property	Participants	Establish provision of secure space for storage of personal belongings; advise participants to leave valuables at home	Participants will be responsible for their own belongings	☐
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.	Covid restrictions are no longer in force but participants are advised to take sensible precautions, especially if they are particularly vulnerable.	☐

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<i>Activity description and details to provide to participants before the start of the activity</i>		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	a. Guided tour of the oldest building in Exeter to learn about its 900 years of rich and varied history b. Deborah - adventure@u3a.dawlish.info c. St Nicholas Priory, The Mint ,Exeter EX4 3BL d. 12th November, 11 am e. one and a half hours f. £5 per person (minimum £25 for group) g. 5th November h. 5th November i. email Deborah. Possibility of refund depending on us meeting the minimum group size. j. Will be posted on website and all those who have booked will be emailed k. None identified apart from upper floors not wheelchair accessible l. not required - m. n. normal daily wear o. toilets on site. Refreshments not on site but available locally p. nothing required q. At St Nicholas Priory. r. The nearest car park is Mary Arches Street, which is a 5 minute walk. However train or bus may be most people's preferred option	

