

## 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.



<b>Activity</b>	African Drumming	<b>Date of activity</b>	24/02/2026
<b>Adventure Leader</b>	Carolyn Hartley	<b>Date of risk assessment</b>	06/02/2026
<b>Activity Provider</b>	<a href="#">Drum Devon</a>	<b>Date of research or recce</b>	17/01/2026

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 indoors	<input type="checkbox"/>
		Advise participants to bring suitable clothing and items for the conditions.	Comfortable clothes/shoes	<input type="checkbox"/>
Slips, trips and falls	Participants	Make participants aware of potential hazards; advise on suitable footwear	Safety briefing before session	<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.	African Drumming requires sitting down on a chair.	<input type="checkbox"/>
		Ensure participants declare any relevant medical conditions to the provider.	Inform the instructor of any relevant conditions	<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)	Safety briefing before session	<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.	Yes The workshop is designed and delivered by experienced and fully qualified teacher James Carr. With over 20 years experience as a drummer and percussionist and 18 years teaching in a diverse range of settings both in the UK and abroad ( <a href="#">source</a> ).	<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	N/A	<input type="checkbox"/>
		Ensure provider holds public liability insurance.	Yes, £1,000,000	<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.	N/A In doors	<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.	Non-refundable	<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	Safe space	<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.	Stay at home if you have any COVID or flu symptoms. Bring hand sanitiser.	<input type="checkbox"/>

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<i>Activity description and details to provide to participants before the start of the activity</i>		<ul style="list-style-type: none"> <li>a. Type of activity</li> <li>b. Name of leader and leader's contact details</li> <li>c. Location of activity</li> <li>d. Date and start time</li> <li>e. Duration</li> <li>f. Cost, including deposit required</li> <li>g. Deadline for commitment (including payment of deposit if required)</li> <li>h. Deadline for payment in full</li> <li>i. Cancellation policy</li> <li>j. Procedure for notifying group if provider cancels</li> <li>k. Level of fitness required or any particular skills</li> <li>l. Need to declare relevant medical conditions</li> <li>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.</li> <li>n. Appropriate footwear &amp; clothing</li> <li>o. Toilet / refreshment facilities</li> <li>p. What to bring – food / drink / equipment</li> <li>q. Meeting point</li> <li>r. Car parking facilities</li> </ul>	<p>African drumming Mr James Carr The Manor House, Dawlish 24<sup>th</sup> February 2026 14:00 – 16:00 2 hours TBC 24<sup>th</sup> February 2026</p> <p>17<sup>th</sup> February 2026</p> <p>Via group e mail N/A Yes</p> <p>Comfortable clothing/shoes Toilets available N/A Reception On site</p>	