

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	Laser Tag	Date of activity	30/03/26
Adventure Leader	Philip Wales	Date of risk assessment	02/03/26
Activity Provider	UCZ Paintball Parks	Date of research or recce	02/03/26

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.	This is an indoor activity. Will take advice as necessary if adverse weather precludes travel. The provider does not offer a refund if event is cancelled on our side due to low numbers but would be willing to reschedule to another date.	<input type="checkbox"/>
		Advise participants to bring suitable clothing and items for the conditions.	Advised to wear suitable clothing to enable free movement around the site including suitable footwear.	<input type="checkbox"/>
Slips, trips and falls	Participants	Make participants aware of potential hazards; advise on suitable footwear	Tripping and/or Slipping on Floors Tripping and or Slipping on Stairwells Impact on Tunnel or Low Doorway Roofs Falling off of Obstacles or Low Wall Collision of Persons or Equipment See above regarding footwear	<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.	Risk of collision with persons or equipment if safety briefing is not adhered to	<input type="checkbox"/>
		Ensure participants declare any relevant medical conditions to the provider.	Advised in activity web post	<input type="checkbox"/>

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		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; capsizing procedure; what to do in emergency)	One of the company's staff will give a full safety briefing before the activity commences.	<input type="checkbox"/>
		Ensure experts are appropriately qualified to teach and supervise the activity.	"Fully supervised by trained staff with emphasis on fun and safety." (Source)	<input type="checkbox"/>
		Ensure provider has first aid certification and first aid kit is available.	Checked with Chris, company owner that certificate and first aid equipment in place	<input type="checkbox"/>
		Ensure provider supplies appropriate safety equipment e.g. buoyancy aids; harness etc	Not applicable	<input type="checkbox"/>
		Ensure provider holds public liability insurance.	Checked, in place.	<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.	Covered through safety briefing before activity commences	<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 on their side – another event to be offered. No refunds	<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	Hosting room which is staffed but if not staffed, it is locked. No individual lockers for personal effects. Advise participants only to take minimum necessary personal effects into the facility	<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.	Not applicable. Covid restrictions no longer in force – participants should follow standard health guidance for reducing the risk of spread of airborne flu like virus – do not attend if symptomatic	<input type="checkbox"/>

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<p><i>Activity description and details to provide to participants before the start of the activity</i></p>		<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 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 	<p>This is to be included on the activity web page using the activity checklist.</p>	