

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	Bell/Dragon boating	Date of activity	<i>To be confirmed</i>
Adventure Leader	Carolyn Hartley	Date of risk assessment	22/4/2026
Activity Provider	Haven Banks	Date of research or recce	13/4/2026

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.	To be checked the day before. The adventure will take place in all but extreme weather conditions.	<input type="checkbox"/>
		Advise participants to bring suitable clothing and items for the conditions.	Wear appropriate clothing.	<input type="checkbox"/>
Slips, trips and falls	Participants	Make participants aware of potential hazards; advise on suitable footwear	Risk of injury when near water, boarding or leaving boats. Suitable footwear advised.	<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.	Extra care required on wet/slippery surfaces.	<input type="checkbox"/>
		Ensure participants declare any relevant medical conditions to the provider.	Must be declared in advance.	<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)	Buoyancy aids worn at all times on/near water. Full safety briefing given including capsized and emergency procedures.	<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.	Qualified instructors supervise activity at all times.	<input type="checkbox"/>
		Ensure provider has first aid certification and first aid kit is available.	Staff first aid trained. First aid kit available.	<input type="checkbox"/>
		Ensure provider supplies appropriate safety equipment e.g. buoyancy aids; harness etc	Buoyancy aids provided.	<input type="checkbox"/>
		Ensure provider holds public liability insurance.	Yes, £20 million	<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.	Safety briefing will be given	<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.	If cancelled by Haven Banks then full refund will be given.	<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	Belongings can be left in open cupboards behind locked door.	<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.		<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)
<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>Bell/Dragon boating Carolyn Hartley 07715728562 Haven Banks, Haven Road, EX2 8DP TBC 2 hours TBC TBC</p> <p>TBC If cancelled by Haven Banks full refund</p> <p>As specified above Toilet and changing room available</p> <p>Haven Banks Haven Banks long stay car park</p>	