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	**Navigation Skills**	**Date of activity**	13/05/26
Adventure Leader	**Rob Gardner**	**Date of risk assessment**	08/04/26
Activity Provider	**Discover Dartmoor**	**Date of research or recce**	Not Applicable

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.	Discover Dartmoor has a comprehensive risk assessment in place suitable for an activity of this kind. Decision will be made by Discover Dartmoor who will monitor weather conditions and make decision to proceed or cancel.	✓
		Advise participants to bring suitable clothing and items for the conditions.	Ensure participants have suitable waterproof clothing, hats, gloves, and layers for warmth. Discover Dartmoor will prepare for emergency shelters as necessary	✓
Slips, trips and falls	Participants	Make participants aware of potential hazards; advise on suitable footwear	Pre-hike safety brief on terrain awareness. Ensure participants wear appropriate footwear (waterproof, sturdy). Guide will monitor pace and provide assistance.	✓
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.	Activity will involve a guided walk of 3-4 miles. Participants should have a reasonable level of fitness and have previous experience of walking/hiking on uneven terrain	✓

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 participants declare any relevant medical conditions to the provider.	Adventure leader will request this on the day from participants	✓
		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; capsize procedure; what to do in emergency)	The adventure leader is a suitably qualified leader for this adventure. He holds the NNAS Course Director and Leader	✓
		Ensure experts are appropriately qualified to teach and supervise the activity.	The adventure leader leads and managers his own business and has suitable qualifications	✓
		Ensure provider has first aid certification and first aid kit is available.	Adventure leader is first aid trained	✓
		Ensure provider supplies appropriate safety equipment e.g. buoyancy aids; harness etc	Safety equipment and navigation teaching aids will be provided.	✓
		Ensure provider holds public liability insurance.	Suitable public liability insurance in place – certificate stored in the event folder 'May -Navigation Skills'	✓
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.	Adventure leader will include briefing on any environmental hazards at the start of the navigation skills course.	✓
Loss of money	Participants – due to cancellation by either party	Establish provider's policy for cancellation due to weather, illness or other circumstances.	If the supplier cancels the event, full refund. If u3a member cancels no refund.	✓
Loss of personal property	Participants	Establish provision of secure space for storage of personal belongings; advise participants to leave valuables at home	Participants to leave all valuables at home and bring only what is necessary on the day.	✓
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.	✓

Possible hazards	Who might be harmed and how?	Ways to control the risk	Activity specific notes	Action taken? (click on the box to tick)
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 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	Discover Dartmoor has a comprehensive risk assessment in place which addresses all of the items listed on the left.	✓