

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	Dartmoor Estate Tea	Date of activity	31/08/26
Adventure Leader	Carolyn A Hartley	Date of risk assessment	30/07/26
Activity Provider	Dartmoor Estate Tea	Date of research or recce	06/07/26

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.	To be checked the day before	☐
		Advise participants to bring suitable clothing and items for the conditions.	Wear appropriate clothing for the day	☐
Slips, trips and falls	Participants	Make participants aware of potential hazards; advise on suitable footwear	Owners inspect and maintain the pathways but there are rabbit holes to be avoided	☐
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.	Moderate fitness required	☐
		Ensure participants declare any relevant medical conditions to the provider.	Remind participants on the day	☐
		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 briefings carried out prior to activity	☐

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.	The owners of the estate are appropriately qualified and offer support and services to individuals, private businesses, public bodies, educational and research facilities and the media who have an interest in growing tea.	☐
		Ensure provider has first aid certification and first aid kit is available.	Owners are First Aid trained	☐
		Ensure provider supplies appropriate safety equipment e.g. buoyancy aids; harness etc	No specialist safety equipment is required	☐
		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.	If there are any hazards on the day the owners will notify the participants	☐
Loss of money	Participants – due to cancellation by either party	Establish provider's policy for cancellation due to weather, illness or other circumstances.	Tour of the tea estate will go ahead unless there are severe weather conditions	☐
Loss of personal property	Participants	Establish provision of secure space for storage of personal belongings; advise participants to leave valuables at home	There is a secure place to keep valuables	☐
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 symptoms Bring your own sanitiser Respect personal space	☐