

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	Sea Cave Safari	Date of activity	09/10/2026 and 22/10/2026
Adventure Leader	Miggie Pickton	Date of risk assessment	15/09/2026
Activity Provider	Keiran Laureston Sea Kayak Torbay	Date of research or recce	15/10/2026

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.	Will be checked by provider a few days beforehand and final decision will be theirs.	☐
		Advise participants to bring suitable clothing and items for the conditions.	Wear appropriate quick drying and weather appropriate clothing. Full waterproof outerwear will be provided by Sea Kayak Torbay.	☐
Slips, trips and falls	Participants	Make participants aware of potential hazards; advise on suitable footwear	The beach is a mix of sand and small stones and can be accessed via a slipway or wide stone steps. Waterproof flat soled footwear is recommended.	☐
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.	Fitness appropriate for climbing in and out of kayak (assistance available).	☐
		Ensure participants declare any relevant medical conditions to the provider.	Advised in web post	☐

Possible hazards	Who might be harmed and how?	Ways to control the risk	Activity specific notes	Action taken? (click on the box to tick)
		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)	Safety briefings carried out prior to activity.	☐
		Ensure experts are appropriately qualified to teach and supervise the activity.	Leader is appropriately qualified with Paddle UK and registered with ALA.	☐
		Ensure provider has first aid certification and first aid kit is available.	Activity leader is first aid certified and will carry a first aid kit.	☐
		Ensure provider supplies appropriate safety equipment e.g. buoyancy aids; harness etc	Buoyancy aids are provided.	☐
		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 sea conditions are unsafe the adventure will be cancelled. Participants will be fully supervised at all times. When in caves, we will be rafted up together and advised to mind our fingers and heads.	☐
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 provider cancels due to inappropriate weather or sea conditions then a full refund will be given. If an individual cancels after the deadline date (24th September) then no refund will be given unless somebody can be found to take their place.	☐
Loss of personal property	Participants	Establish provision of secure space for storage of personal belongings; advise participants to leave valuables at home	Dry bags are supplied for personal belongings. Lockers are available.	☐
Transmission of COVID-19 through close contact or	Participants – risk of spreading COVID-19	Advise anyone displaying COVID symptoms to stay at home	Advised in web post	☐

Possible hazards	Who might be harmed and how?	Ways to control the risk	Activity specific notes	Action taken? (click on the box to tick)
<i>Activity description and details to provide to participants before the start of the activity</i>		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		