

Archery Risk Assessment – Patshull Activity Centre

To use this risk assessment:	
1) Read the Generic risk assessment, THEN	
2) Read the Element specific risk assessment for the activity	
 Systematic Controls – these are processes or management actions. They happen outside of the instructed session time.	
 What to say – these are instructions or information that the instructor leading the session has to give to the participants.	
 What to do – these are actions that the instructor leading the session has to take either before or during the session.	
 What to check – these are the key things the instructor leading the session must confirm – they can be either physical things or participant understanding.	

Severity Factor & Remaining Risk Assessment		
The following descriptors are used in each risk assessment. Note that a MEDIUM residual risk is used to show that a hazard requires dynamic risk assessment and deliberate management within the session by the instructor.		
Level	Severity Description	Residual Risk Description
Low	Minor injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood to minimal levels.
Medium	Injury would require the participant to stop doing the activity; medical treatment is beyond the skills of a basic first aider.	Control measures have reduced severity and/or likelihood to an adequate level but hazard still requires dynamic risk assessment and conscious consideration.
High	Injury would require expert medical attention and/or be fatal.	Control measures haven't reduced severity or likelihood to an acceptable level.

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place				Residual Risk					
			 Systematic controls	 What to say	 What to do	 What to check						
Inadequate training for activity	All	High		<ul style="list-style-type: none"> PAC Core team to ensure are up to date with appropriate qualifications and activity rules 				Medium				
			<ul style="list-style-type: none"> Clear, comprehensive safety briefing given by the instructor 									
			<ul style="list-style-type: none"> Check that everyone taking part in the activity has attended the safety briefing 									
Failure of equipment	Participants	High		<ul style="list-style-type: none"> Regular inspection, testing and maintenance of all equipment 				Low				
			<ul style="list-style-type: none"> Check all equipment before each session 									
			<ul style="list-style-type: none"> Bows (This to include strings and nocking points) Arrows, check correct length for intended participants. Also, all fletches are securely attached to arrow and no evidence of damage to shafts Ensure backstop is in place and secure. 									
Unsupervised use	All	High		<ul style="list-style-type: none"> Equipment to be stored securely when not in use 				Low				
			<ul style="list-style-type: none"> Store bows and arrows in secured area Range to be secured when not in use and equipment removed from the range 									
			<ul style="list-style-type: none"> Range is secured Equipment secured 									

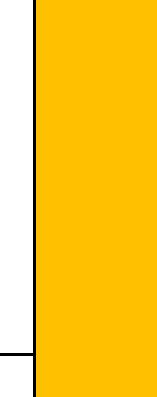


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Conduct of Participants	Anyone in the vicinity	High		<ul style="list-style-type: none"> Instructor to be suitably qualified to give safety briefing to all participants – Instructor must have a Scouting Archery permit to instruct to members of The Scout Association, for other organisations instructor must be Archery GB qualified (a Scouting archery permit does not allow instruction to be given to those who are not members of TSA) 					Low	
				<ul style="list-style-type: none"> Explain the expected conduct of participants whilst on the range. Explain that all participants must follow the instructions of the Instructor/Range Officer 						
				<ul style="list-style-type: none"> Deliver clear safety briefing to all participants, including expectations of participants conduct while on the range. Ensure a Leader In Charge remains on the range throughout the session. 						
				<ul style="list-style-type: none"> All participants have attended the safety briefing 						
Impact from arrow	All	High		<ul style="list-style-type: none"> Session is supervised by an instructor holding a suitable Archery qualification. There is a solid physical barrier preventing access to the range whilst the activity is in progress. Signs and a red flag warning that the range is in use when the flag is flying. 					Low	
				<ul style="list-style-type: none"> Give clear and simple instructions on the rules of the range Access to the arrows is controlled by the instructor 						
				<ul style="list-style-type: none"> The instructor to only issue the required number of arrows to each participant for each round. Arrows are only to be loaded into the bows at the firing line and only when instructed to do so by the instructor. 						
				<ul style="list-style-type: none"> Check that the participants have understood the rules before continuing 						
Bows being stored safely	All	Medium		<ul style="list-style-type: none"> Make sure all bows are stored with strings removed or unstrung. 					Low	
Loading and firing the arrows	All	High		<ul style="list-style-type: none"> The bows should have had the strings removed or unstrung before storage. 						



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				<ul style="list-style-type: none"> Determine who is right-handed and who is left-handed and supply the participant with the correct bow. Long hair to be tied back, neckerchiefs removed and ensure correct footwear is being worn. Arm guards to be issued and worn. Give a clear explanation and demonstration of the safe way to load the arrow into the bow Demonstrate the correct procedure for picking up the arrows from the ground quiver and loading into the bow. Tell all participants to ensure that arrow is pointing down the range at all times and not to 'dry fire' the bow. All participants to understand that anyone can shout STOP if they see anything dangerous during the activity 		<ul style="list-style-type: none"> Supervise whilst the participants are loading the bows to ensure they follow the instructions 								
						<ul style="list-style-type: none"> Physical stop behind archery butts to stop stray arrows 								
Over shoots and side shoots	All	High		<ul style="list-style-type: none"> Give clear instructions on the direction of shooting 					Low					
Slips, trips and falls	All			<ul style="list-style-type: none"> Instructor to check the range before activity to ensure that the area is safe to walk on 					Low					
	Medium		<ul style="list-style-type: none"> Clear any obstructions found and level any molehills or animal scrapings 											
			<ul style="list-style-type: none"> Instructor to make it clear that no running to take place on the range. 											
Recovery of arrows	All	Medium		<ul style="list-style-type: none"> Instruction to be demonstrated to all participants on the recovery of arrows 					Low					
				<ul style="list-style-type: none"> Participants to walk down the range towards the archery butts and ignore any stray arrows whilst on route. One arrow to be taken from target at a time and placed on the top of the archery butt ensuring that no one is standing behind them when they remove the arrows. When all collected from the target these are to be carried back to the firing line whilst holding the arrows (point down) in one hand behind the body. Whilst on route back, stray arrows to be collected and carried in the same fashion 										



