



Risk assessment form (H&S)

Name of assessor(s)	Karl Watson	Group / Establishment:	SSE Outdoors
Date	January 2022		

What is the workplace / activity / equipment / conditions (delete as appropriate) being assessed:	How was the assessment done? e.g. desktop exercise, site visit, in consultation with employees, managers, safety representatives?	Next review date:
		January 2023
Archery – two ranges on site at Kolve, both permanent with ballistic netting around and above	On site assessment by Senior Instructor	Mobile reception/ nearest landline
		Good / main office

Who could be harmed, and how?	What is already being done to control the risks?	*Risk Rating Severity x Likelihood			What further action is recommended to reduce risks further?	Action by whom?	Date action due	Date action done
		S	L	S x L				
All participants – injury & puncture wound whilst pulling out arrows from bosses / ground	<ul style="list-style-type: none"> Arrows to be removed from Boss in line with Archery GB Instructor / in-house training Activity run in accordance with SOPs Safety/Activity briefing for all participants Constant monitoring of participants Encouragement/guidance provided throughout activity session School staff to discipline where possible 	3	1	3				
All participants – stepping over shooting line whilst others are	<ul style="list-style-type: none"> Safety/Activity briefing for all participants at start of session Activity run in accordance with SOPs Constant monitoring of participants behaviour 	4	1	4				

Who could be harmed, and how?	What is already being done to control the risks?	*Risk Rating Severity x Likelihood			What further action is recommended to reduce risks further?	Action by whom?	Date action due	Date action done
		S	L	S x L				
shooting (failure to follow safety brief)	<ul style="list-style-type: none"> • Encouragement/guidance provided throughout activity session • School staff to assist with group control of participants awaiting their goes 							
All participants – being hit by falling boss	<ul style="list-style-type: none"> • Safety/Activity briefing for all participants • Arrows to be removed from Boss in line with Archery GB Instructor / in-house training • Activity run in accordance with SOPs • Constant monitoring of participants • Pre-session equipment checks • Post equipment checks • Boss securely attached to stand which is anchored to the ground 	4	1	4				
All participants – Slips, trips and falls	<ul style="list-style-type: none"> • Safety / activity brief for all participants • Walking expected at all times • Grass length to be monitored • Group to be kept under close supervision and control • Instructed when to collect arrows 	2	2	4				
All participants – lost arrows / injury from high winds	<ul style="list-style-type: none"> • Adjustment of safety area to avoid arrows being carried by wind • Weather forecast to be checked prior to session • Session annulment in high winds 	2	2	4				
All participants – being hit by an arrow in flight	<ul style="list-style-type: none"> ▪ Assessed archery leader, Archery GB Instructor or in house. ▪ Safe zone to be established and communicated to group ▪ Waiting line and shooting line clearly identified ▪ Correct use of equipment demonstrated ▪ Participants positioned to maximise instructor control (not back to back) ▪ Loaded bows to face target at all times 	5	1	5				

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		S	L	S x L				
	<ul style="list-style-type: none"> ▪ Shooting under instructor's command only ▪ Arrow collection only when stated by instructor ▪ Movement to and from shooting line only under instruction from instructor ▪ Shooting line to be clear of arrows when arrows are collected 							
All participants – Misuse / damage to equipment	<ul style="list-style-type: none"> ▪ Archery GB Instructor/in house assessed archery leader to lead sessions ▪ Safety briefing / monitoring ▪ Equipment checks pre and post session ▪ Reinforcement of ground rules ▪ Referral to learning objectives ▪ Suitable equipment storage ▪ Reporting of faulty equipment ▪ Regular equipment inspections 	3	2	6				
All participants – poor behaviour	<ul style="list-style-type: none"> ▪ Instructor trained and updated in group control ▪ Safety briefing given at start of session and reiterated throughout ▪ Constant monitoring of group ▪ Early intervention ▪ Referral to learning objectives ▪ Abandonment of session should instructor deem it unsafe to continue due to poor behaviour / external factors ▪ Utilise visiting staff to maintain high standards of group control / remove poorly behaved participants 	3	2	6				

* [Click here](#) for guidance in calculating Risk Rating. Rate the **severity** of the potential harm (between 1-5, where 5 is fatal) and the **likelihood** of the harm occurring (again 1-5 where 5 is very likely). Guidance is at [HS 004](#).

Please now pass this assessment to your manager for approval

Name of assessor's manager:	Ack Moore	Date:	21/2/22	Manager's comments	
Signature:					