

# Risk assessment form (H&S)

<b>Name of assessor(s)</b>	Annouska Evans	<b>Group / Establishment:</b>	SSE Outdoors Charterhouse Centre
<b>Date Review Date</b>	January 2023 Annually		

Venue Description	How was the assessment done?	Mobile Phone Signal
		Poor
<b>Archery</b> – Field next to bomb pit. The range is set out prior to sessions beginning. A backstop net, bosses on stands, shooting line, ground quivers, arrows and bows, safety line and waiting area are defined.  The activity must be run in accordance with the centres standard operating procedures and activity notes.	Local assessment by Centre Manager (Annouska Evans, Archery GB Instructor).	Nearest Landline
		Charterhouse

Person Affected	Hazard(s) Identified	Existing Controls?	Risk Rating * Severity x Likelihood			What further action is recommended?	Action by whom?	Date action due	Date action done
			S	L	S x L				
Participants and visiting staff Instructor	Slips, trips and falls	Safety/ activity briefing for all participants, and constant monitoring throughout the session Walking expected at all times Grass length to be suitable Any rabbit holes to be pointed out and avoided if possible Group to be kept under close control when moving to and from the activity base	1	2	2				

Person Affected	Hazard(s) Identified	Existing Controls?	Risk Rating * Severity x Likelihood			What further action is recommended?	Action by whom?	Date action due	Date action done
			S	L	S x L				
Participants and visiting staff Instructor	Injury and puncture wound whilst pulling arrows from bosses / ground/Over drawing	<p>Safety/ activity briefing for all participants, and constant monitoring throughout the session</p> <p>Arrows to be removed from Boss in line with Archery GB Instructor / in-house training by Senior Instructor</p> <p>Guidance provided throughout activity session</p> <p>Equipment should be correctly sized to the individual, to avoid over-drawing and misfires. A range of bows at different strengths are available to assist with this.</p>	2	1	2				
Participants and visiting staff Instructor	Stepping over shooting line whilst others are shooting. Puncture wound	<p>Safety/activity briefing for all participants, and constant monitoring throughout the session</p> <p>Qualified instructor to run the session. (In house trained minimum)</p> <p>Guidance provided throughout activity session</p> <p>School staff to assist with group control of participants awaiting their turn</p>	4	1	4				
Participants and visiting staff Instructor	Being hit by falling boss	<p>Arrows to be removed from Boss in line with Archery GB / in-house training by Senior Instructor</p> <p>Pre-session equipment check</p> <p>Boss securely attached to stand which is anchored to the ground</p>	3	1	3				

Person Affected	Hazard(s) Identified	Existing Controls?	Risk Rating * Severity x Likelihood			What further action is recommended?	Action by whom?	Date action due	Date action done
			S	L	S x L				
Participants and visiting staff Instructor	High winds blowing arrows / extreme weather Puncture wound	Weather forecast to be checked before the activity if it is felt weather may be an issue Close observation of current weather- in particular wind direction Stop for a break if needed Session stopped if necessary Consult with the Centre Manger if in doubt	2	2	4				
Participants and visiting staff Instructor  Members of the public or other groups returning from activities	Being hit by an arrow in flight Puncture wound	Safety/activity briefing for all participants, and constant monitoring throughout the session Qualified instructor to run the session. (In house trained minimum) Safe zone to be established and communicated to group Waiting line and shooting line clearly identified Correct use of equipment demonstrated Loaded bows to face target at all times Shooting under instructor's command only Arrow collection only when stated by instructor Movement to and from shooting line only under instruction from instructor	4	1	4				

Person Affected	Hazard(s) Identified	Existing Controls?	Risk Rating * Severity x Likelihood			What further action is recommended?	Action by whom?	Date action due	Date action done
			S	L	S x L				
Participants and visiting staff Instructor	Misuse / damage to equipment	Safety/ activity briefing for all participants, and constant monitoring throughout the session Qualified instructor to run the session. (In house trained minimum) Equipment checks pre, during and post session Reinforcement of ground rules Referral to learning objectives Suitable equipment storage when equipment not in use Reporting of faulty equipment Regular equipment inspections Equipment should be correctly sized to the individual, to avoid over-drawing and misfires. A range of bows at different strengths are available to assist with this.	3	2	6				
Participants and visiting staff Instructor  Groups or people using the venue after	Lost arrows	Arrows to be counted out and counted back in Instructor to be vigilant A thorough search of the area if any lost Centre manager to be informed	3	1	3				

Person Affected	Hazard(s) Identified	Existing Controls?	Risk Rating * Severity x Likelihood			What further action is recommended?	Action by whom?	Date action due	Date action done
			S	L	S x L				
Participants and visiting staff Instructor	Bow string catching arms	<p>Safety/activity briefing for all participants, and constant monitoring throughout the session</p> <p>Qualified instructor to run the session. (In house trained minimum)</p> <p>Check how participants are holding bow and adjust their arm to avoid contact with string</p> <p>Arm guards or long sleeves to be worn</p>	2	2	4				

**Assessor's Signature – Where a review takes place resulting in no changes to the assessment and risk rating this form can be re-signed, dated, any relevant comments made and a note added for the next review date.**

Print	Annouska Evans	Date	04/01/2023	Comments	
Sign	A.Evans				