



# Risk assessment form (H&S)

<b>Name of assessor(s)</b>	Karl Watson, Callum McMillan	<b>Group / Establishment:</b>	SSE Outdoors
<b>Date</b>	January 2023		

<b>What is the workplace / activity / equipment / conditions (delete as appropriate) being assessed:</b>	<b>How was the assessment done?</b> e.g. desktop exercise, site visit, in consultation with employees, managers, safety representatives?	<b>Next review date:</b>
		January 2024
Archery – two ranges on site at Kilve, both with permanent with ballistic netting around and above.	On site assessment	<b>Mobile reception/ nearest landline</b>
		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				
<b>All participants</b> – Injuries caused by incorrect technique of pulling arrows from bosses, ground.	<ul style="list-style-type: none"> <li>Arrows to be removed from Boss in line with Archery GB Instructor</li> <li>Activity run in accordance with COPs</li> <li>Demonstration on how to remove arrows at start of session</li> </ul>	3	1	3				
<b>All participants</b> – Stepping over shooting line whilst others are shooting.	<ul style="list-style-type: none"> <li>Safety briefing for all participants at start of session showing waiting, shooting area.</li> <li>Activity run in accordance with COPs</li> <li>Constant monitoring of participants behaviour</li> </ul>	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				
<b>All participants</b> – being hit by falling boss	<ul style="list-style-type: none"> <li>Arrows to be removed from Boss in line with Archery GB Instructor.</li> <li>Activity run in accordance with COPs</li> <li>Activity station checked before and after session</li> <li>Boss securely attached to stand with ground anchor.</li> <li>Regular checks of all archery equipment and area.</li> </ul>	4	1	4				
<b>All participants</b> – Slips, trips, and falls	<ul style="list-style-type: none"> <li>Safety brief for all participants at start of session</li> <li>Walking always around the range</li> <li>Grass length to be monitored</li> <li>Group to be kept under close supervision and control</li> </ul>	2	2	4				
<b>All participants</b> – Injury from high winds	<ul style="list-style-type: none"> <li>Adjustment of safety area to avoid arrows being carried by wind</li> <li>Weather forecast to be checked prior to session</li> <li>Session annulment in high winds</li> </ul>	2	2	4				
<b>All participants</b> – being hit by an arrow in flight	<ul style="list-style-type: none"> <li>Safe zone to be established and communicated to group</li> <li>Waiting line and shooting line clearly identified</li> <li>Correct use of equipment demonstrated</li> <li>Participants positioned to maximise instructor control</li> <li>Loaded bows to face downrange at all times during session.</li> <li>Shooting under instructor's command only</li> <li>Arrow collection only when stated by instructor</li> <li>Movement to and from shooting line only under instruction from instructor</li> <li>Shooting line to be clear of arrows when arrows are collected</li> </ul>	5	1	5				

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				
<b>All participants – Misuse / damage to equipment</b>	<ul style="list-style-type: none"> <li>Archery GB Instructor/in house assessed archery leader to lead sessions</li> <li>Safety briefing on how to handle equipment</li> <li>Equipment checks pre and post session</li> <li>Reinforcement of ground rules</li> <li>Suitable equipment storage</li> <li>Reporting of faulty equipment</li> <li>Regular equipment inspections</li> </ul>	3	2	6				
<b>All participants – poor behaviour</b>	<ul style="list-style-type: none"> <li>Instructor trained and updated in group control</li> <li>Safety briefing given at start of session and reiterated throughout</li> <li>Constant monitoring of group</li> <li>Early intervention</li> <li>Referral to learning objectives</li> <li>Abandonment of session should instructor deem it unsafe to continue due to poor behaviour/ external factors</li> <li>Utilise visiting staff to maintain high standards of group control / remove poorly behaved participants</li> </ul>	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

<b>Name of assessor's manager:</b>	Ack Moore	<b>Date:</b>	27/02/23	<b>Manager's comments</b>	
<b>Signature:</b>					