



Risk assessment form (H&S)

Name of assessor(s)	Karl Watson, Callum McMillan	Group / Establishment:	SSE Outdoors
Date	January 2024		

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 2025
Archery – two ranges on site at Kilve, both with permanent with ballistic netting around and above.	On site assessment	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 – Clothing/ hair entrapment & jewellery.	<ul style="list-style-type: none"> COP guidance regarding clothing to be followed. Hair to be tied back and/or tucked out of the way throughout session. Long sleeves to be advised to reduce bruising. Arm guards to worn over clothing. Any jewellery to be removed at start of session. 	2	2	4				
All participants – Slips, trips, falls & minor injuries	<ul style="list-style-type: none"> Safety brief for all participants at start of session. Walking always around the range. Grass length to be monitored. Group to be kept under close supervision and control. All staff to have first aid kit on session. 	2	2	4				

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All participants – Extreme weather.	<ul style="list-style-type: none"> Check weather prior to start of session/day. Cease activity if lightening is within 2 miles (1 mile per second from thunder to lightening). Alternative activity identified if winds are high. 	2	3	5				
All participants – Injuries caused by equipment/safety failure.	<ul style="list-style-type: none"> Activity run in accordance with COPs and GNAS. Activity station checked before and after session. Boss securely attached to stand with ground anchor. Bows always to be facing downrange during session. Arrows to be constantly monitored by instructors. Arm guards to worn throughout session. Correct demonstration to reduce misfiring. Demonstration on how to remove arrows at start of session. 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. Regular checks of all archery equipment and area. 	3	1	3				
All participants – Misuse / damage to equipment	<p>Archery GB Instructor/in house assessed archery leader to lead sessions Safety briefing on how to handle equipment. Equipment checks pre and post session. Reinforcement of ground rules. Manufacturers guidelines for replacement, storage of equipment to be followed.</p> <ul style="list-style-type: none"> Report any damaged equipment, and place in the 'de-com bin' in core stores with corresponding defect form filled out. 	3	2	6				

Please now pass this assessment to your manager for approval

Name of assessor's manager:	Ack Moore	Date:		Manager's comments
Signature:				

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		S	L	S x L				
	<ul style="list-style-type: none"> Regular equipment inspections to be carried out and recorded 							
All participants – Poor behaviour/ Range management	Instructor trained and updated in group control. Safety briefing given at start of session and reiterated throughout. Constant monitoring of group. Early intervention to any poor behaviour. Refer 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](#).