



Risk assessment form (H&S)

Name of assessor(s)	Carly Kew	Group / Establishment:	Great Wood
Date	January 2025		SSE Outdoors


What is the workplace / activity / equipment / conditions being assessed: all above	How was the assessment done? e.g. desktop exercise, site visit, in consultation with employees, managers, safety representatives?	Next review date:
		January 2026
Archery – one range on site at Great Wood, permanent with ballistic netting around, bosses can be removed when not in use (seasonal), seating area and safety zone marked.	Site visit, in consultation & agreement with instructors & GWT	Is the assessment 'generic' or specific to the situation?
		S

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	Residual Risk Rating Severity x Likelihood		
		S	L	S x L					S	L	S x L
Instructors & participants Injury and puncture wound whilst pulling arrows from target butts or ground	<ul style="list-style-type: none"> Arrows to be removed from target in line with Archery GB Safety brief for all participants Activity run in accordance with Activity descriptor Safety/Activity briefing for all participants Constant monitoring of participants Encouragement/guidance provided throughout activity session visiting staff to assist with group control 	3	1	3							

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		S	L	S x L					S	L	S x L
Participants Stepping over shooting line whilst others shooting (Failing to follow safety rules)	<ul style="list-style-type: none"> Safety briefing for all participants Constant monitoring of participants Encouragement/guidance provided throughout activity session visiting staff to assist with group control 	4	1	4							
Instructors & Participants Being hit by falling target	<ul style="list-style-type: none"> Safety briefing for all participants Constant monitoring of participants Pre-session equipment check every session Target securely attached to stand which is anchored to the ground 	3	1	3							
Instructors & Participants Slips, trips and falls	<ul style="list-style-type: none"> Safety briefing for all participants Walking expected always Grass length to be monitored Group to be kept under close control when moving to and from the targets during the activity 	4	1	4							

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		S	L	S x L					S	L	S x L
Instructors & Participants – being hit by an arrow in flight	<ul style="list-style-type: none"> • Safe zone communicated with group in safety brief • Waiting area and shooting line clearly communicated with all • Correct use of equipment demonstrated • Participants positioned to suit group needs and abilities • Loaded bows always to face targets • Shooting under instructor's command only • Arrow collection when instructor states to • Instructor to be aware if stream session running 	5	1	5							

* Please refer to the risk rating matrix below. Further guidance on how to calculate a risk rating from the matrix is on the [Risk Assessment policy HS 004](#).

Please now pass this assessment to your manager for approval				
Name of assessor's manager:	Ack Moore	Date:	27/01/25	Manager's comments
Signature:				

Risk Matrix

Risk Rating				Consequence (Impact/Severity of Injury)				
Very High (VH) 15-25	High (H) 10-12	Medium (M) 5-9	Low (L) 1-4	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
Likelihood Descriptor		Consequence Descriptor		• Near Miss. • No treatment required.	• First-Aid treatment (e.g. minor cuts, bruises, bumps)	• Medical treatment • Lost time of >3 working days.	• Serious injury/ medical treatment. • Hospitalisation. • Lost time (RIDDOR)	• Loss of life. • Permanent disability.
Likelihood (Probability/Chance)	Very likely. Event is expected to occur in most circumstances: More than 95% chance of occurring.	5.	Almost Certain	M-5	H-10	VH-15	VH-20	VH-25
	There is a strong possibility the event will occur. Between 65% - 95% chance of occurring.	4.	Likely	L-4	M-8	H-12	VH-16	VH-20
	The event has occurred before or could again. Between 35% - 65% chance of occurring.	3.	Possible	L-3	M-6	M-9	H-12	VH-15
	The event is not expected to occur but could under specific circumstances. Between 5% - 35% chance of occurring.	2.	Unlikely	L-2	L-4	M-6	M-8	H-10
	The event has not occurred before, but it may occur in exceptional circumstances. < 5% chance of occurring.	1.	Rare	L-1	L-2	L-3	L-4	M-5