



# Risk assessment form (H&S)

<b>Name of assessor(s)</b>	Callum McMillan	<b>Group / Establishment:</b>	SSE Outdoors
<b>Date</b>	13/01/25		

<b>What is the workplace / activity</b> Archery – two ranges on site at Kolve, both with permanent with ballistic netting around and above	<b>How was the assessment done?</b> On site assessment	<b>Next review date:</b> January 2026
		<b>Is the assessment 'generic' or specific to the situation?</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	Residual Risk Rating Severity x Likelihood		
		S	L	SxL					S	L	SxL
<b>All participants –</b> Clothing/ hair entrapment & jewellery.	<ul style="list-style-type: none"> <li>COP guidance regarding clothing to be followed.</li> <li>Hair to be tied back and/or tucked out of the way throughout session.</li> <li>Long sleeves to be advised to reduce bruising.</li> <li>Arm guards to worn over clothing.</li> <li>Any jewellery to be removed at start of session.</li> </ul>	2	2	4							

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		S	L	S x L					S	L	S x L
<b>All participants</b> – Slips, trips, falls & minor injuries	<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> <li>All staff to have first aid kit on session.</li> </ul>	2	2	4							
<b>All participants</b> – Extreme weather.	<ul style="list-style-type: none"> <li>Check weather prior to start of session/day.</li> <li>Cease activity if lightening is within 2 miles (1 mile per second from thunder to lightening).</li> <li>Alternative activity identified if winds are high.</li> </ul>	2	1	2							
<b>All participants</b> – Injuries caused by equipment/ safety failure.	<ul style="list-style-type: none"> <li>Activity run in accordance with COPs and GNAS.</li> <li>Activity station checked before and after session.</li> <li>Boss securely attached to stand with ground anchor.</li> <li>Bows always to be facing downrange during session.</li> <li>Arrows to be constantly monitored by instructors.</li> <li>Arm guards to worn throughout session.</li> <li>Correct demonstration to reduce misfiring.</li> <li>Demonstration on how to remove arrows at start of session.</li> </ul>	3	1	3							

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		S	L	SxL					S	L	SxL
	<ul style="list-style-type: none"> <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> <li>Regular checks of all archery equipment and area.</li> </ul>										
<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>Manufacturers guidelines for replacement, storage of equipment to be followed.</li> <li>Report any damaged equipment, and place in the 'de-com bin' in core stores with corresponding defect form filled out.</li> <li>Regular equipment inspections to be carried out and recorded</li> </ul>	3	2	6							
<b>Other site users – overshoot area</b>	<ul style="list-style-type: none"> <li>Nets in place to catch overshoot arrows</li> <li>Staff briefing to ensure arrows shot at correct angle</li> <li>Staff training to ensure vigilance whilst overseeing shooting</li> </ul>	5	2	10	Additional netting to be installed above shooting line – eliminating risk off shooting above existing nets at 5 meters high	Centre Manager					

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		S	L	SxL					S	L	SxL
<b>All participants –</b> Poor behavior/ Range management	<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 to any poor behaviour.</li> <li>Refer to learning objectives.</li> <li>Abandonment of session should instructor deem it unsafe to continue due to poor behaviour/ external factors.</li> <li>Utilize visiting staff to maintain high standards of group control / remove poorly behaved participants.</li> </ul>	2	1	2							

Please now pass this assessment to your manager for approval				
Name of assessor's manager:	Karl Watson	Date:	17/02/2025	Manager's comments
Signature:	<i>K Watson</i>			