



# Risk Assessment Form

## Deer Park, Cowley



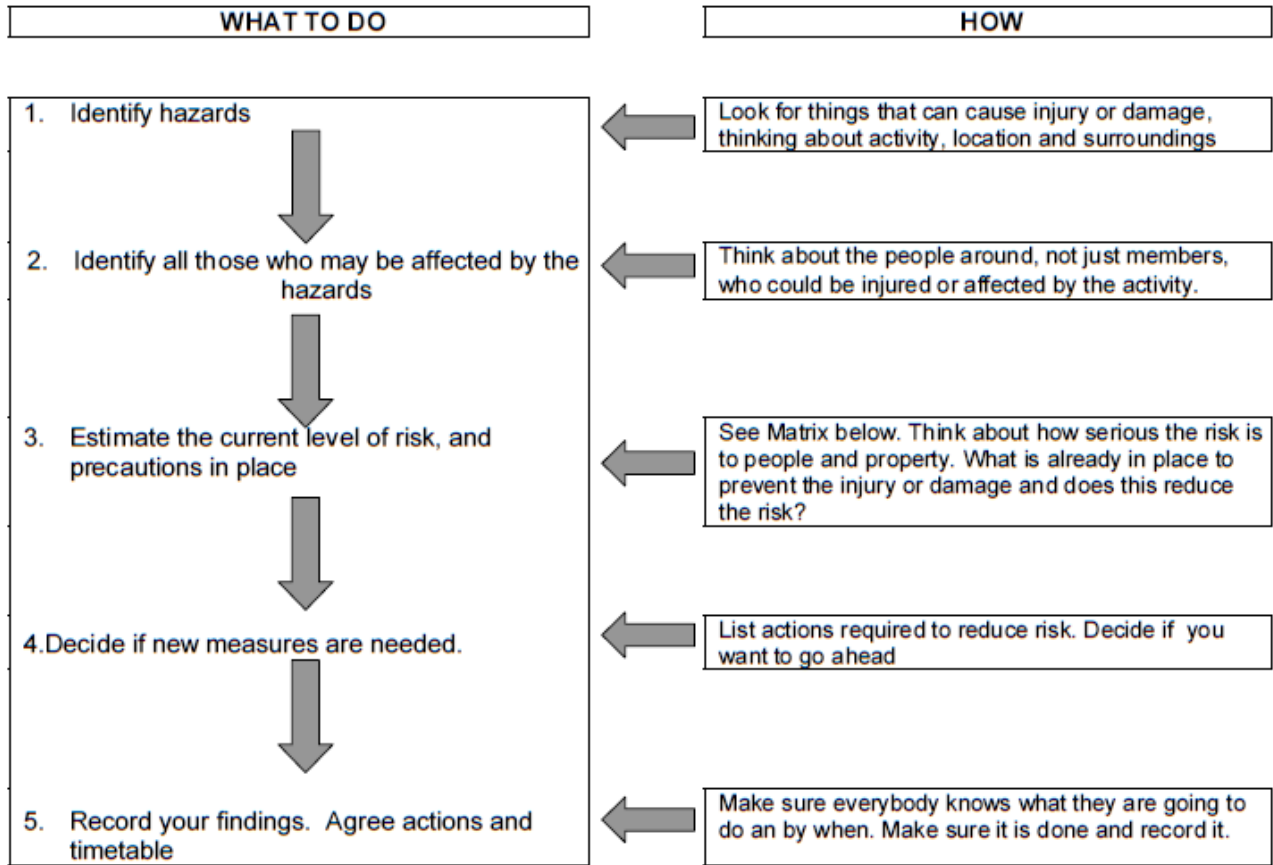
Activity: Archery					Date: 1/4/2019 Review : April 2020	
Reviewed by: Sarah Crocombe Position: Centre Manager			Numbers Participants	12 per group	Sections: Brownies/Guides/ senior section/adults	
Consent for Activity required: Yes		Venue: Girlguiding Gloucestershire HQ Deer Park, Cowley, Cheltenham GL53 9NJ		Type of instructor qualifications required: Yes at least Instructor (Archery GB)		
Hazard	Who is affected?	What controls are in place?	Risk level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
General	Participants and onlookers	<ul style="list-style-type: none"> <li>• Archery GB rules apply</li> <li>• Qualified instructors including first Aid - At least Archery GB instructor</li> <li>• Clear briefing and supervision</li> <li>• All accidents and near misses and incidents are recorded and appropriate action as required</li> </ul>	L	Additional group leader supervision	01/04/2019	01/04/2020
Extreme weather <ul style="list-style-type: none"> <li>• Sunburn</li> <li>• Hypothermia</li> <li>• Hyperthermia</li> </ul>	Participants and onlookers	<ul style="list-style-type: none"> <li>• Centre Manager and instructors to check weather forecast prior to activity and observe conditions throughout. If necessary change plans</li> <li>• Ensure Participants have suitable and adequate clothing including sun protection</li> </ul>	L	Additional group leader supervision	01/04/2019	01/04/2020

Various injuries	Participants	<ul style="list-style-type: none"> <li>•Participants or group leader to share relevant previous and existing medical issues.</li> <li>•Staff ratios to comply with Girlguiding uk requirements</li> <li>•Group leader to inform of any other issues including behavioural.</li> </ul>	L	Additional group leader supervision	01/04/2019	01/04/2020
Waiting Line	Participants	<ul style="list-style-type: none"> <li>•All instructors qualified to Archery GB standards.</li> <li>•Range rules explained at start of session</li> </ul>	L	Additional group leader supervision	01/04/2019	01/04/2020
Equipment Failure	Participants	<ul style="list-style-type: none"> <li>•All equipment to be inspected before and after each session.</li> <li>•All equipment to correspond to relevant standard.</li> </ul>	L	Centre Manager and instructors to ensure log is completed.	01/04/2019	01/04/2020
Entanglement – hair/arms/earrings	Participants	<ul style="list-style-type: none"> <li>•Long hair should be tied back</li> <li>•Bracer to be worn at all sessions</li> <li>•Long / Dangly earrings should be removed</li> </ul>	L	Additional group leader supervision	01/04/2019	01/04/2020
Hit by arrow	Participants	<ul style="list-style-type: none"> <li>• Range rules</li> <li>• Target Position / Range layout</li> <li>• Boundary fences to be inspected</li> <li>• Safe retrieval of arrows / Safety circle in front of boss</li> </ul>	L	Additional group leader supervision	01/04/2019	01/04/2020

Participant turning round with bow/arrow drawn	Participants and onlookers	<ul style="list-style-type: none"> <li>• Range rules</li> <li>• Clearly defined area for shooting range.</li> <li>• Limited number of people at shooting line.</li> </ul>	L	Additional group leader supervision	01/04/2019	01/04/2020
Overshoot	Participants and onlookers	Target Position / Range layout with overshoot	L	Additional group leader supervision	01/04/2019	01/04/2020
Location of range	Participants and onlookers other site users	<ul style="list-style-type: none"> <li>• Instructor aware of other activities taking place.</li> <li>• Other groups briefed on safe places to be onsite.</li> <li>• Group briefed on taking care on ground, if uneven then ensure they know to walk</li> </ul>	L	Additional group leader supervision as well as Group leaders with other groups briefed on safe locations.	01/04/2019	01/04/2020
Running into an arrow	Participants	Briefed on walking everywhere when doing archery	L	Additional group leader supervision	01/04/2019	01/04/2020
Bow string making contact with forearm	Participants	<ul style="list-style-type: none"> <li>• Briefed on how to hold bow correctly</li> <li>• Armguards available</li> <li>• Long-sleeved tops to be advised</li> </ul>	L	No further action at this time	01/04/2019	01/04/2020
Misfire (arrow falling/landing close to firing line)	Participants	<ul style="list-style-type: none"> <li>• Group briefed to leave arrow where it is until all participants have been told to collect arrows</li> <li>• Correct Arrow length used</li> </ul>	L	No further action at this time	01/04/2019	01/04/2020

Removing arrows from target butt	Participants and instructor	<ul style="list-style-type: none"> <li>Briefed on how to retrieve arrows- to look behind</li> <li>Limit collections to those shooting</li> </ul>	L	With younger groups could require instructor/group leader to collect	01/04/2019	01/04/2020
Holding arrows unsafely when walking back	Participants	Group briefed on ensuring tips face down and not enclosed in hand	L	With younger groups could require instructor/group leader to help	01/04/2019	01/04/2020
Instructor set up	Instructors	Ensure are safe lifting and moving equipment for both set up and take down of equipment	L	Ask for additional help from either the Centre Manager or other leaders on site	01/04/2019	01/04/2020

## RISK MANAGEMENT



## RISK ASSESSMENT MATRIX

	Severity	Slight Harm	Harmful
		superficial injuries, minor cuts and bruises	minor fractures, ill health leading to minor disability
Likelihood			Extremely Harmful
UNLIKELY Rarely happens		LOW	multiple injuries, major fractures, fatalities
LIKELY Often happens		LOW	LOW
VERY LIKELY Nearly always happens		MEDIUM	MEDIUM
		MEDIUM	HIGH
		HIGH	HIGH