



Risk Assessment Form

Deer Park, Cowley



Activity: Archery				Date: 28/06/2021 Review: 28/06/2022 (or if government guidance changes)		
Reviewed by: Daniel Rochelle & Anne Anderson Position: Centre Manager & Instructor			Numbers Participants: Max 12 per group		Age range: 7 years and upward	
Consent for Activity required: Yes		Venue: Girlguiding Gloucestershire HQ, Deer Park, Cowley, Cheltenham, GL53 9NJ		Type of instructor qualifications required: Minimum Archery GB Instructor		
Hazard	Who is affected?	What controls are in place?	Risk level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
Incompetent person leading the activity	All	Archery GB rules apply Instructors qualified to a minimum of Archery GB Instructor, plus first aid to a minimum of 1 st Response level and Girlguiding's A Safe Space. Clear briefing and supervision All accidents and near misses and incidents are recorded and appropriate action as required	L	Groups must provide at least one adult to supervise their group throughout the session.	Centre Manager - pre-activity info Instructor - throughout session Group leader - throughout session	28/06/2022

<p>Extreme weather</p> <ul style="list-style-type: none"> • Sunburn • Hypothermia • Hyperthermia 	<p>All</p>	<p>Centre Manager and instructors to check weather forecast prior to activity and observe conditions throughout. If necessary change plans.</p> <p>Ensure Participants have suitable and adequate clothing including sun protection</p> <p>Reminders to drink plenty during extreme heat.</p> <p>Instructor trained in 1st aid and 1st aid kit taken to each session.</p>	<p>L</p>	<p>Groups must provide at least one adult to supervise their group throughout the session.</p>	<p>Centre Manager/Instructor - prior to each session</p> <p>Group leader - prior to/ during each session</p>	<p>28/06/2022</p>
<p>Inappropriate behaviour or pre-existing injuries within the group</p>	<p>All - injury</p>	<p>Participants or group leader to share relevant previous and existing medical issues with Centre Manager/ Instructor.</p> <p>Adult:child ratios to comply with Girlguiding rules.</p> <p>Group leader to inform instructor of any other issues including behavioural.</p> <p>Instructor trained in 1st aid and 1st aid kit taken to each session.</p> <p>Instructor to cease the session if behaviour is deemed to be posing a hazard to the activity.</p>	<p>L</p>	<p>Groups must provide at least one adult to supervise their group throughout the session.</p> <p>Additional adult supervision should be provided by the group if there are known concerns.</p>	<p>Group leader - prior to/ during each session</p>	<p>28/06/2022</p>

Unauthorised crossing of the waiting Line	All - injury	<p>All instructors qualified to Archery GB standards.</p> <p>Range rules explained at start of session</p> <p>Instructor to cease the session if behaviour is deemed to be posing a hazard to the activity.</p> <p>Instructor trained in 1st aid and 1st aid kit taken to each session.</p>	L	Groups must provide at least one adult to supervise their group throughout the session.	Instructor - ongoing throughout session	28/06/2022
Equipment Failure	Participants - injury	<p>All equipment to be inspected before and after each session.</p> <p>All equipment to correspond to relevant standard.</p> <p>Instructor trained in 1st aid and 1st aid kit taken to each session.</p>	L	Centre Manager and instructors to ensure log is completed.	Centre Manager/ Instructor before/ after each session	28/06/2022
Entanglement - hair/arms/earrings	Participants - injury	<p>Long hair should be tied back (spare hair bands in kit box).</p> <p>Bracer to be worn at all sessions.</p> <p>Long / Dangly earrings should be removed</p> <p>Any other loose clothing to be removed tucked in (eg hoody tassels)</p> <p>Instructor trained in 1st aid and 1st aid kit taken to each session.</p>	L	Groups must provide at least one adult to supervise their group throughout the session.	Instructor - during session safety brief and ongoing observation during each session	28/06/2022

Hit by arrow	All - injury	<p>Range rules explained at start of session.</p> <p>Target Position / Range layout conforms to Archery GB regulations.</p> <p>Boundary fences to be inspected</p> <p>Safe retrieval of arrows explained in safety briefing. Reminders given as required.</p> <p>Instructor trained in 1st aid and 1st aid kit taken to each session.</p>	L	Groups must provide at least one adult to supervise their group throughout the session.	Instructor - during session safety brief and ongoing observation during each session	28/06/2022
Participant turning round with bow/arrow drawn	All - injury	<p>Range rules explained at start of session.</p> <p>Clearly defined area for shooting range.</p> <p>Limited number of people at shooting line.</p> <p>Instructor trained in 1st aid and 1st aid kit taken to each session.</p>	L	Groups must provide at least one adult to supervise their group throughout the session.	Instructor - during session safety brief and ongoing observation during each session	28/06/2022
Overshoot	All - injury	<p>Target Position / Range layout conforms to Archery GB regulations with overshoot area.</p> <p>Instructor trained in 1st aid and 1st aid kit taken to each session.</p>	L		Instructor - during set up	28/06/2022

Location of range	Participants and onlookers other site users	Instructor aware of other activities taking place. Other groups briefed on safe places to be onsite. Group briefed on taking care on ground, if uneven then ensure they know to walk	L	Additional group leader supervision as well as Group leaders with other groups briefed on safe locations.	Instructor/ Centre Manager - prior to activity	28/06/2022
Running into an arrow	Participants - injury	Briefed on walking everywhere when doing archery. Instructor trained in 1st aid and 1st aid kit taken to each session.	L	Groups must provide at least one adult to supervise their group throughout the session.	Instructor - during session safety brief and ongoing observation during each session	28/06/2022
Bow string making contact with forearm	Participants - injury	Briefed on how to hold bow correctly. Bracers should be used by all participants. Long-sleeved tops to be advised. Instructor trained in 1st aid and 1st aid kit taken to each session.	L		Instructor - during session safety brief and ongoing observation during each session	28/06/2022
Misfire (arrow falling/landing close to firing line)	Participants – injury from temptation to crossing shooting line to retrieve arrow.	Group briefed to leave arrow where it is until all participants have been told to collect arrows. Correct arrow length used.	L		Instructor - during session safety brief and ongoing observation during each session	28/06/2022

Incorrect removal of arrows from boss	Participants and instructor	Briefed on how to retrieve arrows safely. Limit collections to those shooting.	L	Younger groups could require instructor/ group leader to collect.	Instructor - during session safety brief and ongoing observation during each session	28/06/2022
Holding arrows unsafely when walking back	Participants	Group briefed on ensuring tips face down and not enclosed in hand	L	Younger groups could require instructor/ group leader to collect.	Instructor - during session safety brief and ongoing observation during each session	28/06/2022
Instructor set up	Instructors	Ensure safe lifting and moving equipment for both set up and take down of range.	L	Ask for additional help from either the Centre Manager or other leaders on site	Instructor - during set up/ pack down	28/06/2022

<p>Transmission of Covid-19</p>	<p>All - illness</p>	<p>Group Leaders to ensure the relevant details are in place for test and trace. Centre Manager holds group leader's contact details in line with GDPR.</p> <p>Anyone with Covid symptoms or has been instructed to self-isolate is informed to stay away from the Centre.</p> <p>Equipment is cleaned in full between each session.</p> <p>Hand sanitiser is provided and used by all in the group each time they approach the range to touch shared equipment.</p> <p>All to maintain 1m distancing from others where possible.</p> <p>Where possible, individuals are given sole use of a bow during the session. (Higher risk of transmission on the bow string when drawn back to the mouth.)</p> <p>Where bows are shared, bow strings to be wiped down between uses.</p> <p>Individuals given different coloured arrow fletchings to identify their set of arrows. Only retrieve own arrows. If adult retrieves for younger members then sets of arrows held separately to each other.</p>	<p>M</p>	<p>Anyone showing symptoms during the session is removed from the group and group leader contacts parents for immediate collection and reminded to follow government guidance for testing for Covid-19.</p> <p>Instructor to inform Centre Manager. Equipment to be deep cleaned or quarantined for 72 hours before reuse.</p> <p>Where first aid is required, injured person to administer where possible, PPE to be worn if first aider needs to be closer than 1m.</p>	<p>Centre Manager - informing group leader prior to visit</p> <p>Group Leader - prior to session</p> <p>Instructor - during session safety brief and ongoing during each session and between sessions</p>	<p>28/06/2022 or when government or Girlguiding regulations change if sooner</p>
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This document should be signed-off by the commissioner who supports your unit. Depending on your area this will be your district or division commissioner .

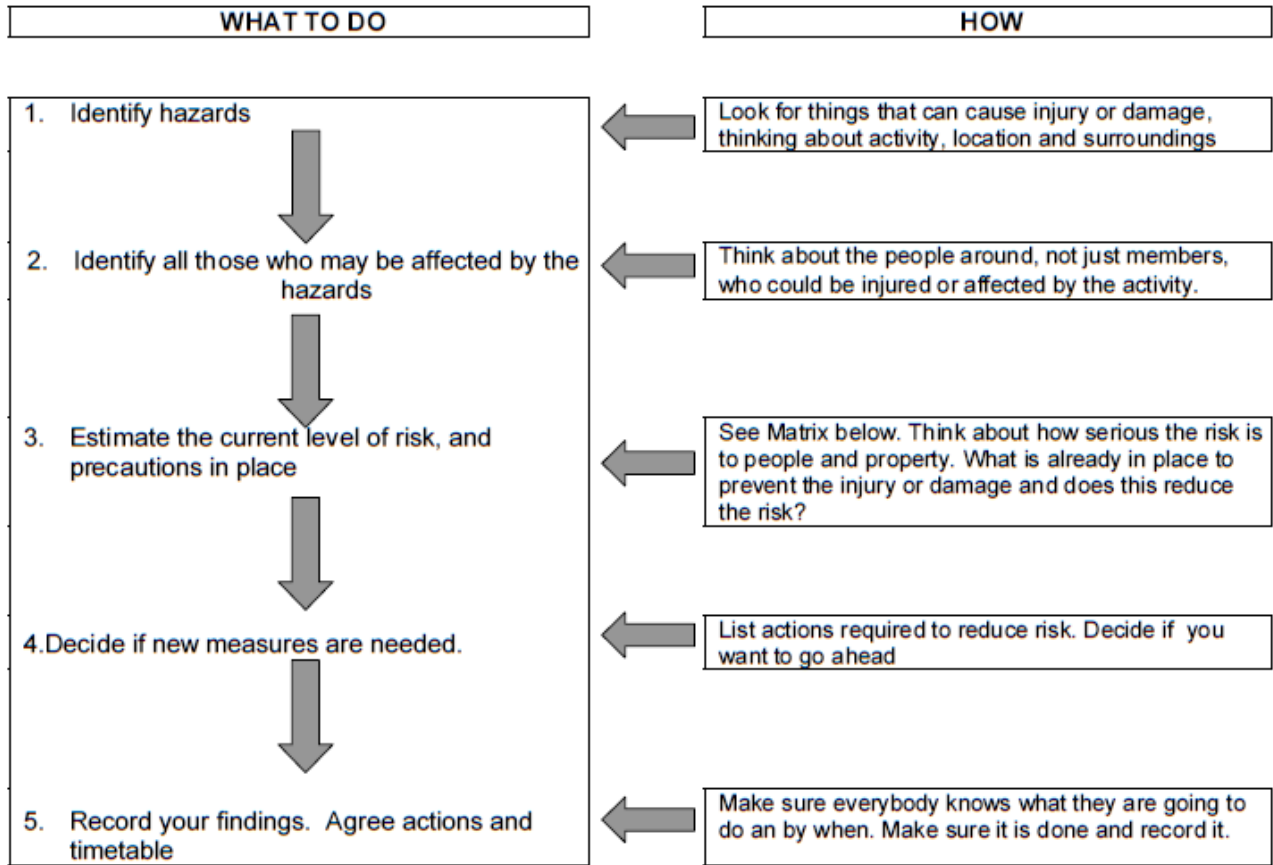
Commissioner's signature:

A handwritten signature in black ink, appearing to read "E. Hood". The signature is written in a cursive style with a large, looped initial "E".

..... Date:

02/07/21

RISK MANAGEMENT



RISK ASSESSMENT MATRIX

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