



Risk Assessment Form

Deer Park, Cowley



Activity: Arrows					Date: October 2020 Review: December 2020	
Reviewed by: Daniel Rochelle Position: Centre Manager			Numbers Participants	8 max group	Sections: Rainbows/Brownies	
Consent for Activity required: Yes		Venue: Girlguiding Gloucestershire HQ Deer Park, Cowley, Cheltenham GL53 9NJ		Type of instructor qualifications required: Minimum of on-site trained 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
General	Participants and onlookers	<ul style="list-style-type: none"> • Archery GB rules apply • Archery GB 'Arrows Guidance for Teachers' manual to be used and adhered to • Clear briefing and supervision • All accidents and near misses are recorded and appropriate action as required 	L	Additional group leader supervision		Dec 2020
Various injuries	Participants	<ul style="list-style-type: none"> • Participants or group leader to share relevant previous and existing medical issues. • Staff ratios to comply with Girlguiding UK requirements • Group leader to inform of any other issues including behavioural. 	L	Additional group leader supervision		Dec 2020
Waiting Line	Participants	<ul style="list-style-type: none"> • Range rules explained at start of session 	L	Additional group leader supervision		Dec 2020

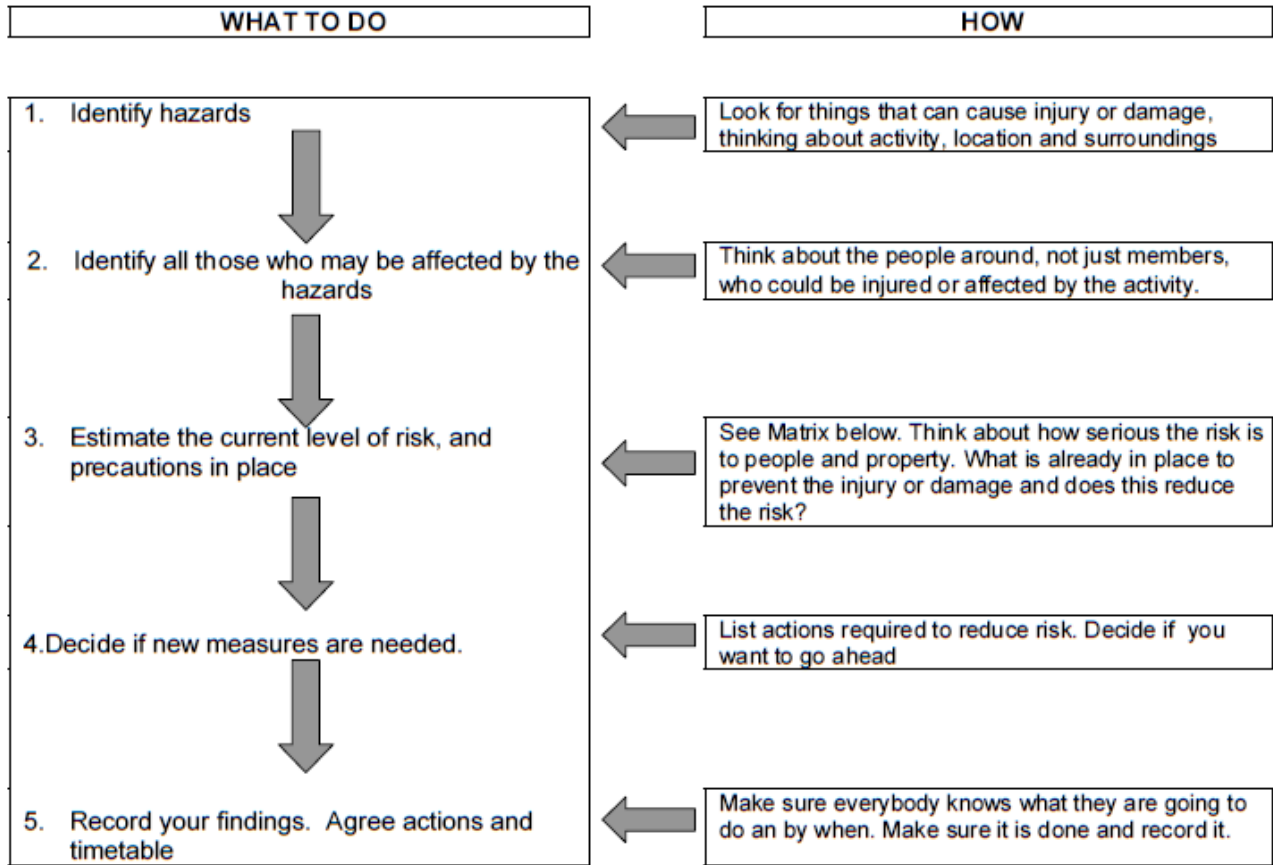
Equipment Failure	Participants	<ul style="list-style-type: none"> • All equipment to be inspected before and after each session. • Any damaged equipment is to be reported to the Centre Manager 	L			Dec 2020
Entanglement - hair/arms/earrings	Participants	<ul style="list-style-type: none"> • Long hair should be tied back • Bracer to be worn at all sessions • Long / Dangly earrings should be removed 	L	Verbal instructions and supervision by group leader		Dec 2020
Hit by arrow	Participants	<ul style="list-style-type: none"> • Range rules followed • Target Position / Range layout guidance adhered to • Safe retrieval of arrows / Safety circle in front of boss 	L			Dec 2020
Overshoot	Participants and onlookers	<ul style="list-style-type: none"> • Target Position. Ensure there is an adequate overshoot as per GB Archery 'Arrows Guidance for Teachers' documentation 	L			Dec 2020
Bow string making contact with forearm	Participants	<ul style="list-style-type: none"> • Briefed on how to hold bow correctly • Arm braces to be worn during activity 	L			Dec 2020
Safe arrow retrieval	Participants and Leaders	<ul style="list-style-type: none"> • Briefed on how to retrieve arrows and safe carrying of arrows 	L			Dec 2020

Leader set up	Leaders	<ul style="list-style-type: none"> • Ensure are safe lifting and moving equipment for both set up and take down of equipment 	L			Dec 2020
Transmission of Covid-19 during Activity	Participants and Leaders	<ul style="list-style-type: none"> • Ensure all participants and Leaders are adhering to the current Government guidelines of social distancing and hygiene. Hand sanitiser is available for use. • All equipment will be sanitised before the activity starts. • Participants to self-retrieve arrows. Arrow sets to be colour coded to avoid mixing of arrows. • Neither Bows, arrows or arm braces are to be shared or mixed during the activity • If a unit is splitting into smaller groups then bows, arrows and arm braces are to be wiped down between group use. 	M	<p>Continuous leader supervision and verbal instructions.</p> <p>Consider the use of face coverings for leaders (instructors) for in the event of having to intervene for safety reasons.</p>		Dec 2020

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: SAAnderson Date: 16 Oct 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