



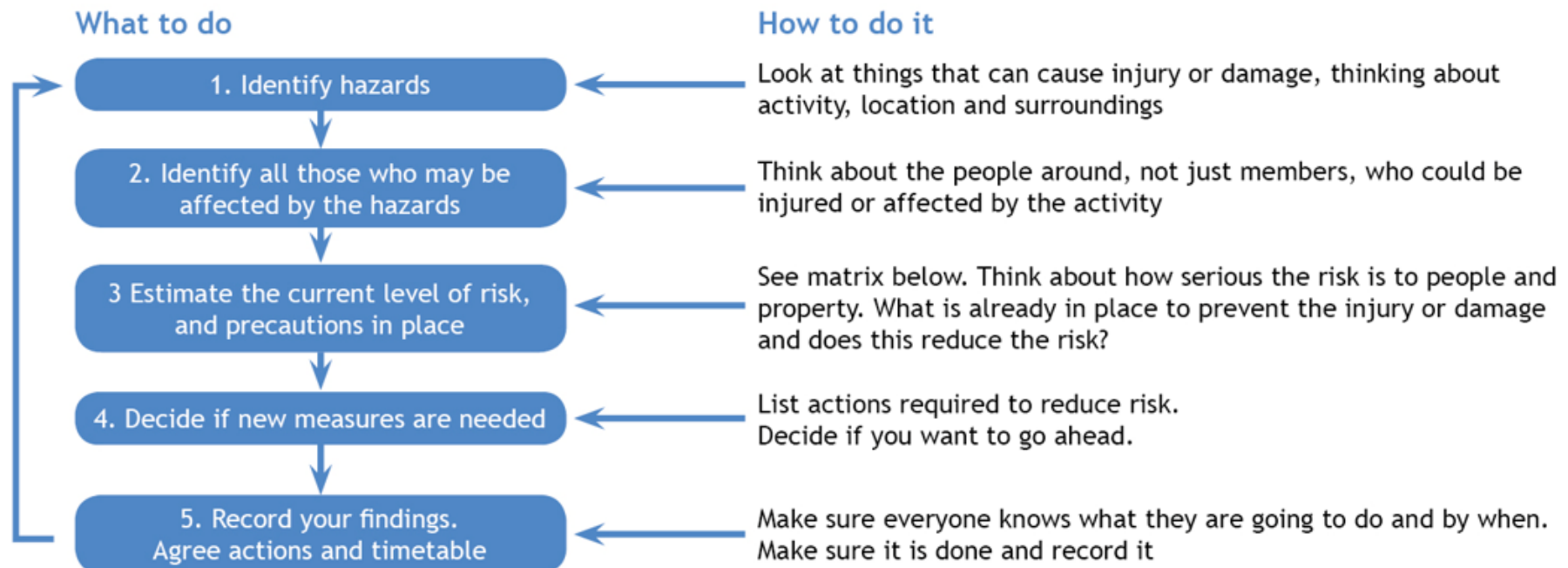
# Risk Assessment: Event/Activity

Using this template, you should risk assess activities, trips and events in line with Girlguiding's Risk Assessment Policy. Using the information on the website and this cover page, you should be able to identify effective risk management strategies and tasks to ensure that activities run safely and effectively.

For more information or support with risk assessments, please speak to your local commissioner.

- **Hazards** are anything that has the potential to cause harm (e.g. cars, trip hazards, exposed electrical wires, theft, etc.).
- **Risk** is the likelihood of something happening, combined with the severity of the harm that could be caused by one or more hazards

Risk management is a dynamic cycle that needs to be repeated in order to effectively manage risk. The frequency of reassessment will depend on activity, and new risks could occur that have not previously been assessed. In this instance, a dynamic risk assessment is required.



Severity Likelihood	Slight harm (Superficial injuries, minor cuts and bruises)	Harmful (Minor fractures, ill health leading to minor disability)	Extremely harmful (Multiple injuries, major fractures, fatalities)
Unlikely (Rarely happens)	Low risk	Low risk	Medium risk
Likely (Often happens)	Low risk	Medium risk	High risk
Very likely (Nearly always happens)	Medium risk	High risk	High risk

### Event information and risk assessment approval:

Event/Activity (brief description): <b>Arrows</b>		Date: <b>05/05/2023</b>
Total attending: Up to 12 participants, plus minimum 1 Deer Park instructor/ activity lead and 1 additional supporting adult		Those attending: Girlguiding units or other youth organisations, other charities.
Consent for Event/Activity forms completed:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Venue: Deer Park Activity Centre
Instructor qualification checked*	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>Decision:</b> once all the actions are carried out can you eliminate or safely manage the risk of harm to ensure you can safely go ahead with this event/activity (i.e. have degree of challenge, harm and risk whilst being confident the control measures in place will keep girls safe)		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If you answered 'no' to the above <i>decision</i> question, please explain why:		
Risk assessment completed by: Anne Anderson		Role: Volunteer/Instructor
Risk assessment due for review (must be reviewed with every change to either the activity or government guidance on coronavirus safety measures):		Date: 05/05/2024

<sup>1</sup> Adults refers to adult volunteers who are part of the event/activity delivery team

\*Refer to the Activities Finder for information about instructor qualifications

### Note to leaders:

We recommend you agree with your commissioner in advance how long they will need to review your risk assessment.

<b>Hazards</b> What could cause harm or damage?	<b>Who or what is at risk of being affected and how?</b>	<b>What are you already doing?</b> How have you reduced the risk already?	<b>Likelihood of risk occurring (L/M/H)</b>	<b>Severity of risk (L/M/H)</b>	<b>Are further controls necessary?</b> What else needs to happen to reduce the risk to an acceptable level?	<b>Action by:</b> name/date
Incompetent person leading the activity	All	<p>Archery GB rules apply.</p> <p>Archery GB 'Arrows Guidance for Teachers' manual to be used and adhered to.</p> <p>Clear briefing and supervision.</p> <p>All accidents and near misses and incidents are recorded and appropriate action as required.</p>	Low	High	<p>Groups must provide at least one adult to supervise their group throughout the session.</p> <p>Anyone without an Archery GB qualification leading this activity should have a suitable knowledge of the activity to be able to lead the session safely. A training session is available for those without this experience already.</p>	<p>Deer Park team - pre-activity info</p> <p>Instructor/ activity lead - throughout session</p> <p>Group leader - throughout session</p>

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Inappropriate behaviour or pre-existing injuries within the group	All - injury	<p>Participants or group leader to share relevant previous and existing medical issues with activity lead/ instructor.</p> <p>Adult:child ratios to comply with Girlguiding rules.</p> <p>Group leader to inform activity lead/ instructor of any other issues including behavioural.</p> <p>Instructor led sessions: Instructor trained in 1st aid and 1st aid kit taken to each session.</p> <p>Activity lead led sessions: The visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.</p> <p>Instructor/ activity lead to cease the session if behaviour is deemed to be posing a hazard to the activity.</p>	Low	Medium	<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>Instructor/ activity lead - ongoing</p>

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Unauthorised crossing of the waiting Line	All - injury	<p>Range rules explained at start of session.</p> <p>Instructor/ activity lead to cease the session if behaviour is deemed to be posing a hazard to the activity.</p> <p>Instructor led sessions:            Instructor trained in 1st aid and 1st aid kit taken to each session.</p> <p>Activity lead led sessions:            The visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.</p>	Low	High	Groups must provide at least one adult to supervise their group throughout the session.	Instructor / activity lead - ongoing throughout session

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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 led sessions:            Instructor trained in 1st aid and 1st aid kit taken to each session.</p> <p>Activity lead led sessions:            The visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.</p>	Low	High	Centre Team and instructors to ensure log is completed.	Deer Park team / instructor/ activity lead - before/ after each session

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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 hood tassels, lanyards)</p> <p>Instructor led sessions: Instructor trained in 1st aid and 1st aid kit taken to each session.</p> <p>Activity lead led sessions: The visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.</p>	Low	Low	Groups must provide at least one adult to supervise their group throughout the session.	Instructor / activity lead - during session safety brief and ongoing observation during each session

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Hit by arrow	All - injury	<p>Range rules explained at start of session.</p> <p>Target position/ range layout guidance adhered to.</p> <p>Safe retrieval of arrows explained in safety briefing. Reminders given as required.</p> <p>Instructor led sessions:            Instructor trained in 1st aid and 1st aid kit taken to each session.</p> <p>Activity lead led sessions:            The visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.</p>	Low	High	Groups must provide at least one adult to supervise their group throughout the session.	Instructor / activity lead - during session safety brief and ongoing observation during each session



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Participant turning round with bow/ arrow drawn	All - injury	Range rules explained at start of session.  Clearly defined area for shooting range.  Limited number of people at shooting line.  Instructor led sessions: Instructor trained in 1st aid and 1st aid kit taken to each session.  Activity lead led sessions: The visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.	Low	High	Groups must provide at least one adult to supervise their group throughout the session.	Instructor/ activity lead - during session safety brief and ongoing observation during each session
Overshoot	All - injury	Target position/ range layout guidance adhered to.  Instructor led sessions: Instructor trained in 1st aid and 1st aid kit taken to each session.  Activity lead led sessions: The visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.	Low	High		Instructor/ activity lead - during set up

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Location of range	Participants, onlookers and other site users - injury	Instructor/ activity lead aware of other activities taking place.	Low	Low	Additional group leader supervision, as well as group leaders with other groups briefed on safe locations.	Instructor/ Deer Park team - prior to activity
Running into an arrow	Participants - injury	Briefed on walking everywhere when doing archery.  Instructor led sessions: Instructor trained in 1st aid and 1st aid kit taken to each session.  Activity lead led sessions: The visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.	Low	High	Groups must provide at least one adult to supervise their group throughout the session.	Instructor/ activity lead - during session safety brief and ongoing observation during each session

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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 led sessions: Instructor trained in 1st aid and 1st aid kit taken to each session.  Activity lead led sessions: The visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.	Low	Low		Instructor / activity lead - during session safety brief and ongoing observation during each session
Holding arrows unsafely when walking back	Participants	Group briefed on ensuring arrows carried safely.  Awareness that nock end is more dangerous than the sucker end.	Low	Medium	Younger groups could require instructor/ activity lead/ group leader to collect.	Instructor / activity lead - during session safety brief and ongoing observation during each session
Setting up the equipment	Instructor, activity lead or Deer park team - injury	Ensure safe lifting and moving equipment for both set up and take down of range.	Low	Medium	Ask for additional help from either the Deer Park team or other leaders on site.	Instructor / activity lead - during set up/ pack down

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Extreme weather <ul style="list-style-type: none"> <li>• Sunburn</li> <li>• Hypothermia</li> <li>• Hyperthermia</li> </ul>	All	<p>Deer Park team/ instructor/ activity lead 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 led sessions: Instructor trained in 1st aid and 1st aid kit taken to each session.</p> <p>Activity lead led sessions: The visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.</p>	Low	Low	Groups must provide at least one adult to supervise their group throughout the session.	Deer Park team/ instructor/ activity lead - prior to each session  Group leader - prior to/ during each session

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Wasps	All - Stings	A check for the presence of wasp nests should be done prior to any session. Any evidence of a nest should be reported to the Deer Park team as soon as possible and an alternative location can be sought for the activity.	Low	Low		Instructor / activity lead - prior to each session
Lack of 1 <sup>st</sup> aid provision	All - worsening injury	Instructor led sessions: Instructor trained in 1st aid and 1st aid kit taken to each session.  Activity lead led sessions: The visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.	Low	Low		Group leader - prior to the activity starting