



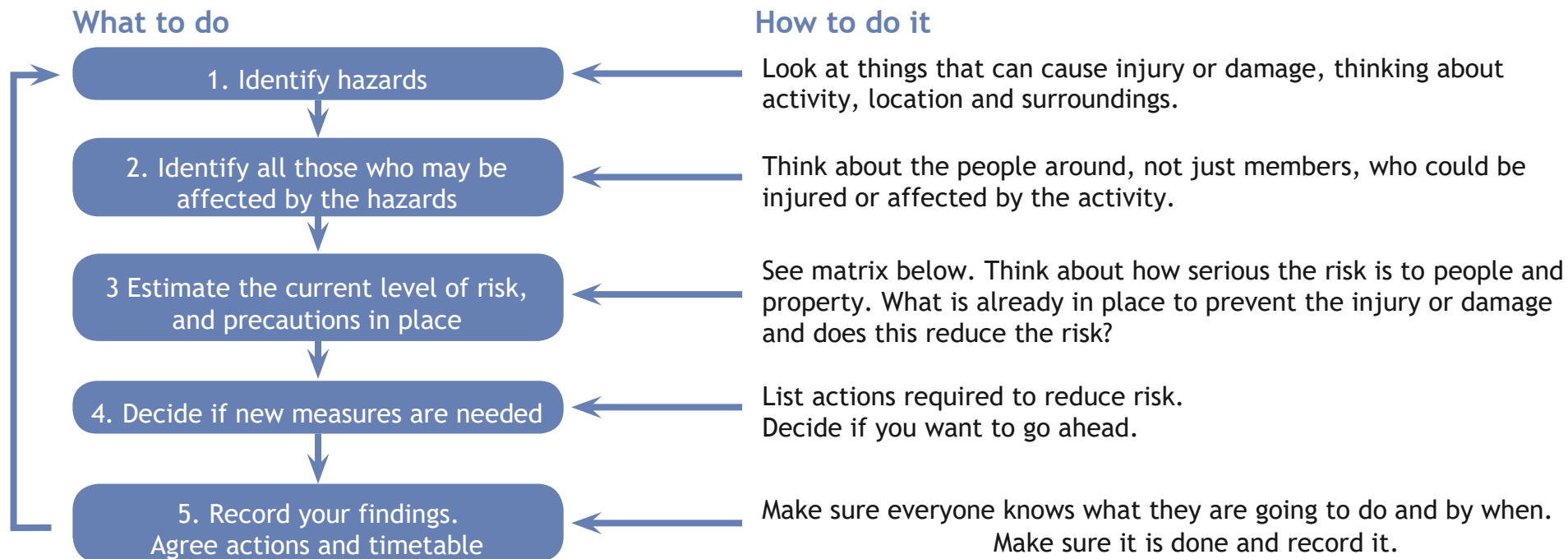
Risk assessment Including coronavirus considerations

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): Archery | | Date: 03/10/2023 | |
| Total attending: Up to 12 participants, plus minimum 1 instructor and 1 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"/> | | | |
| Decision: 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 | |
| Has the risk assessment been shared with the leadership team and signed off my County Commissioners | | | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Risk assessment due for review (must be reviewed with every change to either the activity or government guidance on coronavirus safety measures): | | Date: 03/10/2024 | |

¹ 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.

| Hazards What could cause harm or damage? | Who or what is at risk of being affected and how? | What are you already doing? How have you reduced the risk already? | Likelihood of risk occurring (L/M/H) | Severity of risk (L/M/H) | Are further controls necessary? What else needs to happen to reduce the risk to an acceptable level? | Action by: name/date |
|--|--|--|---|---------------------------------|--|--|
| Coronavirus infection | All attendees from contracting of virus. | Anyone confirmed to have Covid or with Covid symptoms is informed to stay away from the Centre. Activity takes place outdoors. | Low | High | Anyone showing symptoms during the session is removed from the group and group leader contacts parents for immediate collection. Where first aid is required, injured person to administer where possible, PPE to be worn if first aider needs to be closer than 1m. Hand sanitizer & tissues available. | Group leader / instructor - ongoing |
| 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 1st 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. | Low | High | Groups must provide at least one adult to supervise their group throughout the session. | Deer Park team - pre-activity info Instructor - throughout session Group leader - throughout session |

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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 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 first 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> | 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 leaders are expected to support the instructor if they feel any individual poses a risk to the group.</p> | Group leader - prior to/ during each session |

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|--|--|---|---|---------------------------------|--|---|
| Unauthorised crossing of the waiting line | All - injury | All instructors qualified to Archery GB standards. Range rules explained at start of session. Instructor to cease the session if behaviour is deemed to be posing a hazard to the activity. Instructor trained in 1st aid and 1st aid kit taken to each session. | Low | High | Groups must provide at least one adult to supervise their group throughout the session. | Instructor - ongoing throughout session |
| Equipment Failure | Participants - injury | All equipment to be inspected before and after each session. All equipment to correspond to relevant standard. Instructor trained in 1st aid and 1st aid kit taken to each session. | Low | High | Instructors to ensure log is completed. | Instructor 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).</p> <p>Instructor trained in 1st aid and 1st aid kit taken to each session.</p> | Low | Low | 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 |
| 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 in place.</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> | Low | High | 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 |

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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 trained in 1st aid and 1st aid kit taken to each session. | Low | High | 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 |
| Overshoot | All - injury | Target position / range layout conforms to Archery GB regulations with overshoot area. Instructor trained in 1st aid and 1st aid kit taken to each session. | Low | High | | Instructor - during set up |
| 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. | 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 |

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|--|--|---|---|---------------------------------|--|--|
| 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. | Low | High | 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 |
| 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 worn. Instructor trained in 1st aid and 1st aid kit taken to each session. | Low | Low | | Instructor - during session safety brief and ongoing observation during each session |
| Misfire (arrow falling/landing close to firing line) | Participants - injury when 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. | Low | Low | | Instructor - during session safety brief and ongoing observation during each session |

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

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|--|--|---|--|------------------------------------|--|---|
| Extreme weather <ul style="list-style-type: none"> • Sunburn • Hypothermia • Hyperthermia | All | <p>Instructors to check weather forecast prior to activity and observe conditions throughout. If necessary, change plans.</p> <p>Adventure constructions should not be used during electrical storms, or wind conditions of more than Force 5 on the Beaufort scale.</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> | Low | Low | Groups must provide at least one adult to supervise their group throughout the session. | Deer Park team / instructor - prior to each session Group leader - prior to/ during each session |
| 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 site manager on completion of the activity | Low | Low | | Instructor - prior to each session |

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|--|--|--|--|------------------------------------|--|--------------------------------|
| Reputation | Girlguiding Gloucestershire | All instructors qualified to Archery GB standards (see above). | Low | Low | | Deer Park team - ongoing |