



FRYLANDS WOOD SCOUT OUTDOOR CENTRE

Archery Risk Assessment

Activity: Archery		Assessment Date: 29.01.18			Assessors Name: Barry Goswell		Review Date: As Required		
Activity/Hazard	Who is at risk	Before Control Measures			Control Measures	After Control Measures			
		Likelihood 1-3	Severity 1-4	Risk Rating		Likelihood 1-3	Severity 1-4	Risk Rating	
Accidents and First Aid									
General risk of accident	Staff, clients & all site users	2	3	6	<ul style="list-style-type: none"> • Lead instructor to hold Archery GB qualification or Scout Archery Permit • All staff have Scout First Response training or equivalent • First aid kit taken to activity before sessions or easily accessible • All staff aware of site emergency plan and carry a walkie-talkie • Safety talk at start of session • Misbehaviour means no shooting 	1	3	3	
Previous or current Medical injury\condition	Clients	2	3	6	<ul style="list-style-type: none"> • Ensure that participants have no injuries that would be made worse by shooting • Anyone who feels unwell or is suffering from the effects of drugs/ alcohol must not take part 	1	3	3	
Equipment failure	Staff & clients	2	3	6	<ul style="list-style-type: none"> • All equipment to be inspected before and after each session • Annual full equipment inspection 	1	3	3	
Entanglement in bow	Staff & clients	2	2	4	<ul style="list-style-type: none"> • Long hair should be tied back • Long earrings should be removed • Scarves, lanyards or necklaces removed or tucked in • Zips done up on coats or hoodies 	1	2	2	

Sprains or greenstick fractures whilst shooting	Staff & clients	1	3	3	<ul style="list-style-type: none"> • Low weight bows used for all beginner sessions • Match shooter to size of bow 	1	2	2
Impact from Bow String	Staff & clients	3	3	6	<ul style="list-style-type: none"> • Demonstrate "relaxed" bow arm during safety talk • Arm guards worn by all shooters 	2	2	4
Hit with an arrow	Staff, clients, all site users & public	2	4	8	<ul style="list-style-type: none"> • All instructors to hold Archery GB qualification or Scout Archery Permit • No more than 6 shooters per instructor • Number of shooters reduced, as judged by instructor, if very young, inexperienced or have additional needs • Safety talk at start of session • Clear explanation of "Start" & "Stop" shooting commands. • Clear explanation of waiting line & shooting line. • No-one to cross shooting line without permission of lead instructor • Misbehaviour means no shooting • Bows kept pointing at targets • No arrows must be fired high or wide • Targets positioned with safety net immediately behind • Range layout meets current Archery GB minimum dimensions • Boundary fences\ropes & over shoot area to be checked by the instructor prior to starting • Black on yellow "Archery in Progress" sign to be on display on range boundaries • Arrows carried around range with correct "staff sergeant" method & waved around 	1	4	4

Finger Burn from String	Staff & clients	2	2	4	<ul style="list-style-type: none"> • Demonstrate correct release technique during safety talk • Finger tabs available if required 	1	1	1
Distraction of shooter	Staff, clients & all site users	2	2	4	<ul style="list-style-type: none"> • Non-shooters asked not to talk to shooters during session in safety talk • Shooters told not to turn around to talk to non-shooters 	1	2	2
Target Boss falling over	Staff & clients	2	2	4	<ul style="list-style-type: none"> • Bosses securely anchored to ground • Clients shown correct method for removing arrows 	1	2	2
Slips, Trips and Falls								
Slip, trip or fall when collecting arrows	Staff & clients	2	3	6	<ul style="list-style-type: none"> • No running on range • Arrows carried around range with correct "staff sergeant" method 	1	2	2
General tidiness	Staff & clients	2	2	4	<ul style="list-style-type: none"> • Keep range tidy • Keep range free from roots & branches 	1	2	2
Lighting								
Shooting in poor light	Staff, clients, all site users & public	2	4	8	<ul style="list-style-type: none"> • Reduced light increases chance of accident on the range & not seeing people entering over shoot area • No shooting after dusk unless adequate floodlight set up 	1	4	4
Safeguarding								
Safeguarding	Staff, clients & all site users	1	3	3	<ul style="list-style-type: none"> • All site staff & crew are DBS cleared & work to the Scout Association's "Yellow Card" safeguarding policy • Minimum of two young people with each adult (never one child with one adult) • Whenever possible, two adults per activity group (instructor & adult with group) • Instructor to stand face to face with shooter rather than reach round from behind when instructing 	1	3	3

					<ul style="list-style-type: none"> • Check with shooter that is OK to physically demonstrate (i.e. move the shooter) correct posture etc. Give clear verbal explanation of what & why instructor is demonstrating • Separate toilets & showers available for children & adults • Except for on the designated public footpath, EVERYONE on site should have an Frylands wristband or Crew clothing • Immediately report any strangers to a Crew member. • If children are on site, any non-DBS'd adults, e.g. maintenance engineers, should be accompanied by a DBS cleared adult 			
Personal Safety								
Trespassing	Staff, clients & all site users	1	3	3	<ul style="list-style-type: none"> • Trespassing is usually unintentional so the person(s) should be asked politely to leave • If they refuse to leave, the Police should be called immediately • DO NOT attempt to remove the person or put yourself in danger 	1	3	3
Physical & Verbal abuse	Staff, clients & all site users	1	3	3	<ul style="list-style-type: none"> • Physical & verbal abuse will not be tolerated. • After a polite warning, the "abuser" will be asked to leave the activity • If necessary, after consultation with the Duty Manager, the "abuser" will be asked to leave the Site • If necessary, after consultation with the Duty Manager, Police to be involved 	1	3	3

All the items below were considered in this checklist and weren't considered a risk at the time of the assessment:

Frylands Wood Scout Outdoor Centre

Managed by Lewisham Scout District Council (Registered Charity No. 1001668)

Fire Safety
Electrical Safety
Gas Safety
Control of Hazardous Substances
Plant and Machinery
Falls from Height
Food Hygiene

Manual Handling
Display Screen Equipment
Hazardous Buildings/Glazing