**Risk Assessment for Archery**

Name of Assessor: - M.Worfell Date of Assessment: - 01/03/2021

 Signature of Assessor: - Assessment No: - 1

 Operating Areas: - Calvert Trust Grounds Next Revision: - 01/03/22

| **Significant Hazards** | **Groups Of People Who Are At Risk From The Significant Hazard** | **Existing Controls And Advisory Guidelines** | **Additional Action To Be Taken Where Risks Are Not Adequately Controlled** | **Notes** |
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| **Access to the archery area** | All staff and participants | Full safety brief before departing for the range and control of group on the route to the range.Ensure guests are safe when returning to and from the centre if in small numbers i.e. when people leave a session early/ have breaks. |  |  |
| **Arrow bounce back** | All staff and participants | Spectators stay in the waiting areaComprehensive brief to ensure guests and their helpers understand the range boundaries. i.e. waiting area and shooting lineEnsure arrow tips are adequately sharp Don’t fire Flu Flu’s at substantial objects (tin cans on light stand okay). |  |  |
| **Loss of Control**Uneven GroundSlippery GroundSteep GroundShooting LineLoss of control over the group (or individuals within that group) | All Staff and ParticipantsAll Staff and Participants | Full safety brief before departing for the range and when introducing the group to the range.Use of appropriate footwear and mobility aids.Match appropriate carer to visitor.Battery Cars only used on appropriate ground and under supervision at all times.Awareness of behavioural issues through communication with carers and medical information provided. | Small-wheeled chairs are at risk on rough and stony ground; consider moving backwards over such surfaces.Ensure sufficient staff/care staff in order to remove individuals if necessary. |  |
|  Arrow misfire | All staff and participants. Field users (maintenance people, horses and equine staff) and people in the play area. | Spectators stay in the waiting areaComprehensive brief to ensure guests and their helpers understand the range boundaries. i.e. waiting area and shooting lineEnsure arrow fits bow and bow and arrow fit participantEnsure archery netting is correctly in place.Ensure safe area set up behind targets.Ensure safe area set up behind targets.Communication in the morning meetings, change of programme information passed to all departments.Maintenance team being visual when in the area. | Use longer arrows than normal.Careful choice of appropriate people to use children’s bows and arrows. When assisting archery stand to the safe side of bow and maintain awareness Appropriate signs must be postedEnsure all departments are aware of safe/no go areas. | Loading sequence on Trigger bow clarified: always load arrow before drawing back. |
| **Distraction of archer** | All staff and participants (also see arrow misfire) | Spectators stay in the waiting areaComprehensive brief to ensure guests and their helpers understand the range boundaries. i.e. waiting area and shooting lineEnsure that archery range warning signs are posted.Maintain an awareness of your surroundings to brief on possible distractions as and when they may arise. |  |  |
| **Retrieving Arrows** | All participants and staff who will be retrieving arrows | Comprehensive brief and demonstration given to all participants. | Take all unused arrows when escorting group to collect arrows Supervision may be required for some guests. |  |
| **Injury while loosing the arrow** | Archers | Comprehensive brief.To protect from string, use arm guards and coach to avoid problems. Ensure guests do not pull towards their face when using a trigger release.The bow stand must be used correctly. |  | . |
| Equipment Failure | All staff and participants | Visual check on all equipment before and during session.Regular maintenance checks and repair of equipment if safe and appropriate, Bows should be monitored for damage and removed from session | Nets and standing rigging must be checked daily and drawn back when not in use to avoid unnecessary strain on posts.Targets must be left sideways to stop them getting blown over. |  |
| **Environmental hazards** Sun, Rain, Wind and Noise | All staff and participants | Ensure guests are prepared for an outdoor activity session.Promote awareness. | Be aware that some sessions may have to be cut short due to the weather deteriorating. |  |
| **Target bosses falling over** | All staff and participants | Targets tied back to ground anchor Brief group on arrow retrieval  |  |  |
| Manual Handling | All staff and participants | Close supervision of participants. Correct use of equipment provided.Targets to be moved with support, either from a sack barrow or additional staff. |  |  |
| Moving and Handling | Staff and participants | All activity leaders to receive initial, then ongoing manual handling training. Supported by Moving and Handling in the outdoors training DVD.These along with the medical notes form the basis of a consultative approach to movement with close supervision specific to the session. |  |  |