

Assessment of:	Archery		
Location:	Mount Cook	Date of assessment:	February 2020
Completed by:	Bernard Müller	Expiry Date:	February 2021
Ratio:	1:12 Max and Min 1 Group Leader	Staff Competencies	Archery GB or Inhouse Trained and signed off by Activity Manager

Hazard <i>(something with potential to cause harm)</i>	Risk <i>(How could hazard cause harm and to whom)</i>	Control Measures <i>(What is required to reduce risk)</i>	In place <i>(Y/N)</i>	Action Required	Action Owner	Residual Risk <i>(low / medium / high)</i>
Equipment failure.	Archer and those in immediate vicinity- String may snap, bow limbs or riser may fail whilst shooting. Arrows may break on release.	Regularly (monthly) inspect strings and bows for wear. Replace equipment deemed to be unsafe. Regularly (every session) check arrows for loose or damaged nocks, loose points. Replace damaged or loose components. Check carbon fibre arrows for splintering, discard if deemed unsafe. Instruct new archers against “dry firing” bows, as this can lead to early limb failure. Do not use Fastflight strings or carbon arrows on wooden bows, as these can overstress the riser. Correct maintenance schedules to be observed.	Y	Log inspection regime on paper trail to ensure completion	Activities manager	LOW

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Bowstring hit arm on release.	Archer- Bowstring may become caught on loose hair or clothing or	Ensure that archers tie back long hair and remove jewellery or loose outer garments, which could become caught. Require archers to wear arm protection to minimise possible injury and instruct in proper release technique. Encourage archers to have sleeves rolled down all the time.	Y	Briefing by activity instructor		LOW
Bow is assembled or disassembled incorrectly	Archer- Bow may come apart while in use (consequences as per failure of bow limb or riser).	Only centre instructors to disassemble / assemble bows. All nuts to be checked during assembly as well as limbs- damaged ones not to be used.	Y	Activity instructors to have completed training and induction before running sessions	Activity manager	LOW
Target boss and/or stand mishandled	Archer/ Instructors- Boss falling on archer and causing injury. Target boss/stand not secured, possibly resulting in injury to archer/ Instructor and/or damage to arrows.	Only instructors to move and mount bosses. Correct manual handling techniques to be observed. Bosses to be secured to the ground- Never left propped on stands. Do not allow shooting to commence until all targets are appropriately secured.	Y	Activity staff to visually check before commencement of session	Activity manager	LOW

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Arrows Length	Archer: Arrows too short for the archer may be drawn off the arrow rest and loosed into the back of the riser or the bow hand.	All arrows used on site are to be oversized. Small selection of extra-long arrows to be kept for particularly tall individuals.	Y	Activity manager to oversee purchase of any replacement arrows	Activity manager	LOW
Collection of Arrows	All in Immediate Vicinity: Arrows which landed in the ground may cause injury if walked/run into. Arrows in target represent various hazards, in approaching the target, or when being removed from the boss especially to eyes or face.	Instruct archers in these hazards and of the importance of approaching the target with caution. Instruct new archers in correct technique for drawing arrows from boss, including importance of standing away from boss when others are pulling arrows. Do not allow anyone to run on the range, or to wear open-toed shoes/sandals. Ensure all lost arrows are reported and that every effort has been made to locate them.	Y	Activity staff to have undergone suitable training & induction. Known number of arrows used so any missing can be identified.	Activity manager & activity staff	LOW

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Heavy Bows	Archer- Use of inappropriate draw-weight bow may result in muscular or other soft tissue injury.	Instruct beginners using lightweight bows, ensure they employ correct draw technique before graduating to heavier bows.	Y	Activity staff to have undergone suitable training & induction.	Activity manager	LOW
Shooting Control	All in Vicinity- Inadequate control of shooting may result in personal injury to an archer or spectator. Potential severity could be fatal if controls are not maintained	Shooting must always be under the control of an experienced instructor acting as Field Captain. All archers must understand that this person is in charge of the shoot and must obey their commands. New archers are instructed as to the role of the Field Captain and the commands they are likely to give.	Y	Activity staff to have undergone suitable training & induction.	Activity manager	LOW
Range Layout	All in Vicinity-Incorrect range layout may result in personal injury to spectators or archers. Potential severity could be fatal if controls are not maintained	The range must be secure and laid out in accordance with the Archery GB Rules of Shooting. Shooting must not begin until this is the case. Spectators and participants are advised where they may and may not stand whilst shooting is in progress. Signs are put out to ensure public are aware of archery in progress.	Y	Activity staff to have undergone suitable training & induction.	Activity manager	LOW

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<p>Arrows Shot Outside Safety Area</p>	<p>All in Vicinity-Arrows inadvertently shot outside of safety area may result in personal injury to spectators or archers. Potential severity of injury could be fatal.</p>	<p>Archers must be made familiar with and adhere to Archery GB Rules of Shooting. Any archer deemed by instructors or field captains not to be doing so should be asked to stop shooting and leave the field. In particular archers must not be allowed to use any form of “over-arm draw” and should ensure that the bow is not pointed at too extreme an angle.</p> <p>Whilst using the white range netting must be pulled over the top whilst Dell or zipwire is in use to prevent accidental overshoot.</p>	<p>Y</p>	<p>Activity staff to have undergone suitable training & induction.</p>	<p>Activity manager</p>	<p>LOW</p>
<p>People/Animals Straying into Safety Area</p>	<p>Those entering the safety area-</p> <p>A person or animal straying into the safety area may receive personal injury from arrows or other equipment projected towards the target.</p>	<p>Ensure that the range is laid out in accordance with the Archery GB Rules of Shooting and that the safety area is observable at all times during shooting. Ensure that access past the shooting line is not accessible by accident and is secured before shooting commences. The Field Captain and all archers must remain vigilant and suspend shooting immediately if the safety area is violated.. All grounds are deemed accessible to the public even if this</p>	<p>Y</p>	<p>Activity staff to have undergone suitable training & induction.</p>	<p>Activity manager</p>	<p>MED</p>

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		involves trespass. Ensure that spectators and those waiting to shoot remain behind the waiting line. Ensure all participants are familiar with the commands to start and stop shooting. Do not allow anyone to cross the shooting line except when instructed to do so by the Field Captain/ instructor				
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Risk Assessment checked by H&S or Line Manager

Name: Steve Turner CEO

Date: Feb 2020

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