**ARCHERY**

**REFERENCE No RA-23**

ASSESSOR: Alan Whiteley DATE 15/2/2017

The safety procedures and risk assessment are based on the assumption that the participants in the activity are of average ability. Before commencing the activity, the instructor will assess the group and will make any allowances necessary to cover such things as disability. The safety level must not be compromised, but steps will be taken to ensure that those less able can take a full enjoyable and active part in the activity

**Instructor** Instructor must be trained to GNAS Archery Leader Standard Qualifications necessary

**Ratio Instructor/Participants** 1:10

**Protective Equipment** Normal outdoor clothing suitable for the prevailing weather conditions should be worn. Plus any PPE stated below Persons under age 18 must wear arm guards. Finger guards (wearing optional) available for those with sensitive fingers

Restrictions None. Other than physically suitable for this type of activity

The following rules will apply

* Where the group exceeds 6 persons then a further adult will assist to control those persons not actually shooting. If the group have no leader, then a member of Castle Training Services staff will be designated to assist.
* The range conforms to GNAS standards. Sufficient area behind and at the side will be allowed to prevent danger to spectators from an overshot or miss-shot arrow
* All equipment will be checked by the instructor before use, faulty equipment will be withdrawn from use and labelled with the defect, and ultimately repaired or destroyed. Knocking points on bows will be positioned to ensure true flight.
* Targets will be checked regularly
* Faulty equipment will be kept separate from good equipment and clearly labelled as defective
* Before handling any equipment users will be made familiar with safety procedures and safe handling
* Care will be taken at all times to avoid slips and trips in the natural environment of the woodland
* Care will be taken to prevent sunburn by the wearing of suitable headgear and clothing or by the use of sunscreen (in the case of minors this will be dependent on parents’ permission)
* At no times will arrows be pointed in any direction other than at the targets

**ARCHERY**

**REFERENCE No RA-05 continued**

* Before shooting commences the area immediately around will be checked for non-authorised personnel by the instructor
* Before shooting the instructor will be sure that all others present are behind the shooting line and only after he/she has given the instruction to start, will shooting commence.
* The fence around the shooting area will be checked regularly for integrity
* People awaiting their turn should sit on the benches or in the area indicated
* Do not draw or load a bow unless you are on the shooting line facing the target
* On no account should arrows be aimed into the air, they should always be aimed at the target.
* If you see any dangers whilst shooting shout **‘FAST’** or ‘**STOP**’ to warn the others of the danger, then make the instructor aware of the danger.
* If you hear anyone shout ‘**FAST**’ or **‘STOP’** you must stop shooting immediately and remove any arrow you ‘nocked’ on the bow string.
* Do not run or fool around on the shooting range.
* Those failing to follow the safety rules will be asked to leave the archery range
* If you have a medical condition that may be aggravated by light exercise, please make the instructor aware.
* On completion of the activity the equipment will be returned to the archery store, where it will be checked back into store for numbers and good working condition. Broken equipment will be taken out of use and will be repaired or disposed of. Storage will be in a secure area or cupboard.
* If further groups are using the equipment it will be left under the control of the instructor.
* When drawing arrows from the target take care that the rear end of the arrow does not injure anyone behind you
* Every effort must be taken to find lost arrows. If not found, their loss must be recorded along with their presumed position. The organizer, and all other users will be notified.
* The ground area will be checked before commencements for hazards
* Appropriate size bows & arrows will be used
* Targets will be secured
* The range to be in accordance with GNAS standards, including protection from miss shot arrows
* The activity will be cancelled in case of adverse weather conditions
* If you do not understand anything ASK!!

NAME OF ACTIVITY  **Archery** REF No 004

SCORE up to **5** risk acceptable [lower if possible] ~ **6 to 10** risks should be reduced if possible ~ over **12** risk unacceptable

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Describe Hazard & possible harm | Persons at Risk | Existing safety measures | Likelihood x Severity | Additional controls required | New risk rating |
|  |  |  | L  | S | L/M/H |  |  |
| Slip trip and fall hazard due to uneven floor/ environment, causing sprains strains and possible broken bones in hand / arms | Participants Staffvisitors | * Instructor to check working area and to clean the area of stones, sticks etc.
* To set up area on level ground, were possible
 | 2 | 2 | **2 x 2 =4** | Constantly monitor area  | **1 x 2 = 2****LOW** |
| Slip hazard due to wet floors/ grassCausing sprains and strains to wrists, knees | Participants Staffvisitors | * Senior instructor to monitor working floor area, if the working area is becoming unsafe then the activity stops/ relocates
 | 3 | 2 | **3 x 2 = 6** | Instructors to Constantly monitor area.If in doubt, ask senior instructor to come and check area again.Stop activity until be given green light to restart. |  |
| Injury to arms & fingers by bow or string – sprains, string burn | Participant, Staff | * Rules explained to participants, and under 18’s to wear arm guard, and careful supervision of participants loading and holding bows, provide finger guards if participant wants them
 | 3 | 2 | **3 x 2 = 6 LOW** |  | **1 x 2 = 2****LOW** |
| Puncture Injury to face and body retrieving arrows from targets | ParticipantsStaff | * Demonstrate removal of arrows from targets, Watch as participants remove arrows, making sure they pull them the correct way. Support target to stop it falling
* Make sure nobody is standing behind the person pulling arrows from target.

  | 3 | 2 | **3 x 2 = 6****Med** | Depending on age of group, get one participant to remove their arrows one target at a time | **2 x 2 = 4****LOW** |
| Persons entering range hit by arrows or misaimed arrows puncture wounds to any part of the body causing wound from minor graze to death | Participants, Staff, Onlookers | * Range area located away from public walkways, back stop used if needed.
* Fenced off area large enough to prevent arrows leaving range.
* Diligence at all times
* Entrance gate closed or manned
* No entry/ warning notices clearly displayed
 | 1 | 5 | **1 x 5 = 5****LOW** |  |  |
| Failure of equipment causing cuts and minor Muscular problems, (arms/ shoulders) | Participants & staff | Training and all equipment checked at the start and finish of each session.Damaged equipment removed from use immediately Continued  | 3 | 2 | **3 x 2 = 6****Med** | Diligence throughout the sessionMake sure that you have enough spareRe enforce the importance to participants if they notice something wrong | **1 x 2 = 2****LOW** |
| Minor injuries caused by fooling around | Participants, Staff Onlookers | Training and vigilanceHorseplay not allowedFirst aid kit on siteTrained first aiders | 3 | 2 | **3 x 2 = 5 LOW** |  |  |
| Deliberate injury by misuse of equipment, eg pocking and hitting each other  | ParticipantsStaff Onlookers | Sufficient trained instructorsVigilance at all times | 1 | 4 | **1 x 4 = 4****LOW** | Removal of offenders from range, report to Castle training servicesSenior instructor to have a word with parent/ carer/ leader  |  |
|  |  |  |  |  |  |  |  |

Any changes that need to make, please record here.

Signed ………………………………………………… Name …………………………………………………… Date …………../ ………………./ …………..